STUDENT **HANDBOOK** & ACADEMIC **CATALOG**

2025-2026













CENTRAL GEORGIA TECHNICAL COLLEGE

A Unit of the Technical College System of Georgia

MESSAGE FROM THE PRESIDENT

As a unit of the Technical College System of Georgia, we guarantee that our graduates are prepared to work productively and efficiently. We also strive to help our students achieve their educational goals with little or no debt through cost-effective educational options that allow our students to obtain a quality, comparable education in a practical amount of time. By partnering with the local business and industry community through program advisory committees, we ensure that our students are using the latest technology in the classroom equivalent to what is found in the field and learning the techniques used by skilled professionals. Our College boasts expert instructors who obtained true industry experience and credentials in their fields prior to joining the faculty at CGTC.

CGTC is committed to developing a strong workforce and promoting the economic vitality of central Georgia. By supporting local businesses and partnering with community leaders to help recruit new industries to our area, we ensure that our graduates will have the opportunity to put their education to work. Our economic development programs offer customized training and access to Quick Start, Georgia's internationally-acclaimed workforce development program that provides training for new and expanding business and industry across the state.

CGTC is focused on providing a well-rounded collegiate experience to help shape the leaders of tomorrow. We encourage our students to participate in one of the many student organizations and extra-curricular activities offered by the College. These opportunities can help foster relationships and build leadership characteristics that can be utilized in any career opportunity.

On behalf of the faculty and staff of CGTC, we invite you to explore our College and let us know how we can help you or your business meet the goals you have set. By working together, we can all positively impact the future of our region and state by promoting and bettering the development of our local workforce.

Ivan H. Allen, Ed.D.



ABOUT THIS CATALOG

This catalog and student handbook is effective for beginning students entering Central Georgia Technical College (CGTC) in the 2025 - 2026 academic year and for any CGTC student returning in the 2025 - 2026 academic year whose catalog has expired. Changes affecting subsequent semesters will be denoted where applicable.

CGTC has prepared this catalog 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 College publishes consumer information (such as voter registration, completion/graduation rate, family & educational rights, etc.) as required for Federal disclosure on the public website at **www.centralgatech.edu/ie/consumer-information**. The statements in this catalog are for informational purposes only and are not the basis of a contract between a student and the College. The catalog is published by the Office of Enrollment Services, Marketing, and Public Relations, and is reviewed annually by the Office of Academic Affairs. CGTC provides this catalog in accessible formats online and in print, upon request.

While the provisions of this catalog and student handbook will ordinarily be applied as stated, CGTC 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. It is especially important that each student accept personal responsibility to be informed of all changes, including academic requirements for graduation.

Please visit **www.centralgatech.edu/catalog** for the most current information.

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Admissions

GETTING STARTED AT CGTC

GETTING STARTED

Apply for Admission

Prospective students can apply to CGTC:

- Online at **www.centralgatech.edu** (click **APPLY TO CGTC** on the homepage)
- By completing a paper application (available at any CGTC campus or center, or by emailing **admissionsoffice@centralgatech.edu**)
- Via the GAfutures website at **www.gafutures.org**

Submit Required Documents

- *Application for Admission*
- Verify residency to determine tuition rate

Next Steps

- Request official high school / equivalency transcripts be sent to CGTC Admissions Office
- Apply for financial aid at **https://studentaid.gov/**
- Take the ACCUPLACER® college placement test (or provide COMPASS, ACCUPLACER®, SAT, or ACT scores). Please contact an admissions specialist for other acceptable measures for placement and admission.

www.centralgatech.edu/how-to-apply

ELIGIBILITY

Age

You are eligible to attend CGTC if you are 16 years of age or older. High school students applying for the Dual Enrollment program must be 14 years of age or older. Certain academic programs may have different minimum age requirements; please reference the Academic Programs section for age requirements for each program of study.

Previous Academic Experience

To be admitted to CGTC, you must satisfy the requirements of one of the following categories:

High School Graduate

High school graduates must submit an official high school transcript that includes the graduation date and reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.

- Transcripts must be issued by a secondary school that is recognized by the United States Department of Education.
- Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Visit **www.centralgatech.edu/international-students** for complete information.
- Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.

High School Equivalency

Submission of an official transcript reflecting the student has passed an examination or completed a program the state recognizes as the equivalent of a high school diploma. Please contact an admissions specialist for other acceptable measures for high school equivalency.

Postsecondary Transfer

Submission of an official transcript from one or more previously attended postsecondary institutions. Transcripts must document successful completion (C or better) of a minimum of 12 semester or 18 quarter credit hours of coursework at the postsecondary level or successful completion of a college level math and English courses and be issued from an accredited institution recognized by the United States Department of Education.

Home Schooled Students

Home Schooled Student Applicants who were home schooled who attended an accredited program must 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 or transcript must include the graduation date.

Applicants who attended a non-accredited high school or home school must submit an official transcript and one of the following:

- Official scores from an assessment instrument meeting college established required minimums.
- Successful completion (C or higher) of 12 semester hours of college coursework for credit that appear on an official transcript at an accredited college/ university.

Military Veterans or Active Duty

Military veterans or active duty service members of any U.S. military branch may submit a copy of their DD Form 214 or other official military documentation to verify high school or equivalent completion.

The high school diploma or equivalent requirement is waived for students in a Dual Enrollment high school program, an adult education Accelerated Opportunity program, or those enrolling in identified basic workforce certificate programs. Please contact the Admissions Office for eligible certificate programs.

PROGRAM READINESS

All applicants must demonstrate program readiness by submitting test scores from a TCSG-approved placement test, transferring college credits from an accredited post-secondary institution, or by meeting the minimum requirements of at least one of the multiple measures for admission and placement.

Multiple Measures

Known as Multiple Measures, TCSG policy now allows greater access by allowing students to qualify for acceptance into certain programs based on high school GPA, prior workforce experience, and other standardized testing measures. For more information on placement and acceptance based on Multiple Measures, please contact the Admissions Office.

Placement Testing

The ACCUPLACER® test is used to evaluate skills in reading; writing; arithmetic; quantitative reasoning, algebra, and statistics; and advanced algebra and functions. A testing schedule and study resources are available at **www.centralgatech.edu/testingcenter**. The placement test does not determine if an individual can attend CGTC and it is not pass or fail; it simply helps the College place students in the courses that meet their skill level. If the scores do not meet the minimum program requirements for entry, the student may be required to take learning support classes.

The placement test is proctored and offered at no cost. In an effort to improve ACCUPLACER® scores, students may retest one time per section. In lieu of ACCUPLACER® scores, applicants may submit official scores for acceptable standardized tests such as the SAT or ACT. If the scores do not meet the minimum program requirements for entry, the applicant can take the ACCUPLACER® test or complete learning support classes. Minimum scores are available online at **www.centralgatech.edu/testingcenter**.

Transfer Credits

Official transcripts must document successful completion of program-level English and math coursework (grade of C or better) and be issued from an accredited Institution recognized by the United States Department of Education. If the transfer credits do not meet the minimum program requirements for entry, the applicant must take the ACCUPLACER® test or complete learning support classes at CGTC.

CGTC requires that course work completed at an accredited institution recognized by the US Department of Education be comparable in content, quality, and credit hour in order to be accepted as transfer credit. Transfer credit is evaluated through a collaborative effort with faculty, departments chairs, Deans, the Register's office and the Vice President for Academic Affairs. Additional documentation such as course descriptions, teaching faculty credentials, or prior course syllabi may be required for proper evaluation of transfer credit. Students are responsible for providing any supplemental material. A minimum grade of "C" is required in all courses for which transfer credit is awarded. Course credit by transfer is recorded as "TR", "TRA", "TRB", or "TRC" and does not require payment of course fees. Credits from a formerly attended institution appearing on the transcript of another institution can neither be evaluated nor accepted for credit until an official transcript is received from the institution originating the credit. Unless the transfer information is inaccurate, transfer credit cannot be removed from a student's academic record. The College awards credit only in the areas offered within the current curriculum of the institution and in areas appropriately related to the student's educational program. Testing (written and/or performance) may be required.

RE-ADMISSION

Students who were previously enrolled at CGTC who have not attended the College for two semesters or more must submit an Application for Re-Admission as a returning student.

- Students re-entering after meeting conditions of suspension will re-enter on Academic Probation.
- Students are not eligible for readmission until the conditions of their suspension have been met. The suspension period is for one full semester. Students who are readmitted to the college with a cumulative grade point average less than 2.0 or have a satisfactory completion rate of less than 67% of course work attempted will reenter on Academic Warning or Academic Probation.
- Students returning after more than one semester must complete all entrance and curriculum requirements posted in the most current catalog.
- Students must provide official transcripts documenting courses completed to be considered for credit for any coursework completed at another institution while not enrolled at CGTC.

COMPETITIVE SELECTION

Certain health science programs require that students complete the competitive selection process in order to be accepted into the program. College acceptance does not equal program acceptance for these programs. For more information, see the Competitive Selection section of the catalog or view the Health Science Programs Competitive Selections Handbook online at **www.centralgatech.edu/competitiveselection**.

ACCEPTANCE CATEGORIES

Students accepted to CGTC will be assigned one of the following acceptance categories:

Regular

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

Provisional

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 students initially admitted on a provisional basis must satisfactorily complete the necessary prerequisite and learning support coursework in order to progress through state Standard Curriculum. Dual/joint-enrolled students are not eligible for provisional admission status.

Special Admit

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted special admit status. International students and students on academic suspension may not be admitted under special admit status. Students admitted as a special admit status:

- 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. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.
- Should a special admit student decide to pursue a credential, he/she will then be classified as a transfer student and must meet the requirements set forth in the catalog.

Pending Admit

Applicants who are in their final year of high school and are applying for a college term immediately after graduation are granted pending admit status.

- Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
- Pending admit students will be allowed to register for courses after course placement requirements have been met.
- These applicants are not eligible for federal financial aid until a final high school transcript has been received.

Transient

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

TYPES OF STUDENTS

Beginning

Students who have completed high school, or an equivalency, and are attending any college for the first time (i.e., have never attended any college previously) are classified as beginning students.

www.centralgatech.edu/new-students

Returning Students

Students who previously attended CGTC (or Middle Georgia Technical College) and have not attended another college since attending CGTC/MGTC are classified as returning students. Students who wish to re-enter CGTC after two or more terms of non-enrollment must be readmitted through the Office of Admissions. Students applying to return must complete a Re-Admission form.

Students dismissed or suspended from CGTC may apply to re-enter at the beginning of any term following the conclusion of the dismissal or suspension period. Reapplication does not guarantee acceptance. Students reapplying for admission after their program curriculum has changed will be required to meet the requirements of the new curriculum.

www.centralgatech.edu/returning-students

Transient Students

Transient student status is available for currently enrolled CGTC students wishing to attend another accredited institution to complete courses to transfer back to CGTC. Students desiring to be approved for transient status must meet the following requirements:

1. Student must be in good academic standing with CGTC
2. Student must have a 2.00 or higher cumulative grade point average
3. Student must meet the prerequisite (if applicable) to enroll in the class
4. The class that the student would like to take must be within his/her current program of study
5. The class that the student would like to take is not offered at CGTC (either online or at a CGTC campus or center)

If the requirements are met, the student must apply for transient status. To take classes at any accredited higher education institution, complete the Transient Request Form in Titan Experience at **https://experience.elluciancloud.com/cgtc**

If the student's transient request is approved, it is the student's responsibility to:

1. Receive approval for transient status from CGTC's Registrar's Office before taking a class at another institution. If transient status is not approved, transfer credit will not be applied towards the student's program of study.
2. Apply to the accredited institution that he/she would like to attend as a transient student
3. Pay all tuition and fees for the class that the student takes at the other institution
4. Have an official transcript sent to CGTC from the other institution at the end of the semester (required in order for the grade to be applied to the student's transcript as a transfer grade)
5. Earn a grade of C or higher in order to receive credit for the transferred class

CGTC also accepts transient students from other institutions. Students wishing to pursue a transient course at CGTC must meet the requirements of their home institution, as well as secure and submit a transient letter to CGTC.

www.centralgatech.edu/transient-students

Transfer Students

Applicants to CGTC who have previously been enrolled at another accredited college or university will be considered for admission as transfer students. Applicants must meet all admissions requirements of the program for which they are applying. Transfer students will be admitted as program ready or provisional based on CGTC's admission requirements. To obtain good academic standing, transfer students must satisfy the conditions of CGTC's satisfactory academic progress policy.

Transfer students may receive credit for coursework successfully completed (grade of "C" or higher) at the previous institution(s). Courses must be evaluated for transfer in order to satisfy CGTC requirements. Official transcripts must be provided for any courses and any institution for which transfer credit is requested. All transfer courses follow the same guidelines for expiration as course work completed at CGTC (see Course Expiration) and must be approved by the Registrar's office. Based on certain program criteria, other course time limits may apply. A maximum of seventy-five percent (75%) of program course work may be transferred from other institutions. Students wishing to transfer credit must have an official transcript sent to CGTC Registrar's Office. Transfer credit will be awarded for applicable courses. In certain circumstances, the Registrar's Office may consult with appropriate faculty for the final decision on transfer of credit.

www.centralgatech.edu/transfer-students

International Students

Prospective students from foreign countries must begin the application process 60 days prior to the semester for which they plan to enroll. All citizens of a foreign country who wish to attend CGTC and receive a Form I-20 Certificate of Eligibility for Non-immigrant Student Status must complete the following steps:

1. Submit a completed application for admission, along with the non-refundable application fee.
2. Submit a notarized *Affidavit of Financial Support for International Students* form (the form is available at **www.centralgatech.edu/international-students** or the Office of Admissions) or a letter from a banking institution documenting sufficient funds to finance education and living expenses and other associated costs of an education.
3. Provide a copy of applicant's passport (and passport for any of applicant's dependents).
4. Provide a copy of the applicant's visa.
5. Provide a copy of an I-94 form (can be retrieved and printed from **i94.cbp.dhs.gov**).
6. Submit a copy of TOEFL (Test of English as a Foreign Language) test scores.
7. Submit an official copy of transcript from high school (or high school equivalent). Transcript(s) must be translated into English and evaluated by an approved evaluation services (a list of approved contacts for transcript evaluation is available at **www.centralgatech.edu/international-students**).
8. Take the ACCUPLACER® placement test (or provide a copy of ACCUPLACER®, COMPASS, ACT, or SAT scores).

Please note that international students:

- are not eligible to be employed while on a student VISA, unless it is an on-campus job.
- must provide an affidavit of support documenting sufficient funds to finance their education, living expenses, and other associated costs of their education.
- must contact the designated school official (DSO) each semester to confirm their status and before withdrawing from classes, the College, or leaving the country.
- are required to enroll full-time (12 credit hours) each semester of attendance.
- may only take one online class each semester, unless the student is enrolled in their final semester prior to graduation.
- do not qualify for any type of federal or state financial aid.
- must pay tuition that is four times the rate of in-state Georgia residents.
- must assume the responsibility to communicate any difficulties in their studies at CGTC to the designated school official.

It is the international student's responsibility to work closely with the campus DSO (Designated School Official) to ensure all requirements are met and maintained.

www.centralgatech.edu/international-students

High School Students

Dual Enrollment

The Dual Enrollment program offers high school students the opportunity to earn both college credit and high school credit toward graduation simultaneously and at little or no cost to the student. Hours taken in the Dual Enrollment funding program do not count toward the student's HOPE cap hours. Students must meet CGTC's admissions and placement requirements to enter the program.

High school students can take occupational classes within a CGTC diploma program or technical certificate of credit and gain hands-on experience to get a jump start on college or a career. Course offerings vary by county; if the courses are approved by the high school and a dual enrollment student has not yet met the dual enrollment funding cap of 30 semester hours, full tuition, fees, and textbooks are provided at no charge to the student. Dual enrollment students must apply for dual enrollment funding each academic year at Gafutures.org and gain counselor approval. Regulations for the dual enrollment funding program were amended summer semester 2020, and certain grade restrictions, 30 credit hour cap and strict policies about withdrawing from college coursework apply.

Any eligible high school student can take degree-level core courses through CGTC and earn college and high school credit simultaneously. One college semester course is equivalent to one Carnegie unit at the high school. If the courses are approved by the high school, full tuition, fees, and textbooks are covered at no charge to the student. Under existing agreements, many degree-level courses are guaranteed to transfer to any TCSG or University System of Georgia (USG) institution in Georgia and to most private colleges or universities in the state. Dual enrollment students must apply for dual enrollment funding each academic year at GAFutures.org and gain counselor approval. Regulations for the dual enrollment funding program were amended summer semester 2020, and certain grade restrictions, 30 credit hour cap and strict policies about withdrawing from college coursework apply.

Students enrolled in the Dual Enrollment program must:

- complete the College's application and acceptance process
- apply for dual enrollment funding at **www.gafutures.org** each academic year; if this step is not completed, the student may owe a balance

- meet Satisfactory Academic Progress (SAP) in order to receive dual enrollment funding each term. Students meet SAP requirements by maintaining a 2.0 grade point average AND passing 67% or more of attempted coursework.

Dual Enrollment students are responsible for attending orientation (if applicable), ensuring course requirements are met, and for communicating regularly with their advisor (High School Coordinator) regarding course issues such as withdrawal. Additionally, some courses require course-specific fees that cover malpractice insurance or course materials. These fees are not covered by dual enrollment funding and students are responsible for paying course-specific fees.

Joint Enrollment

High school students can take college courses under the Joint Enrollment program and gain college credit only. Students can either self-pay for these courses, or use HOPE Grant funds. Hours taken under the Joint Enrollment program using the HOPE Grant count against a student's HOPE hours cap. Joint enrollment students are responsible for the cost of textbooks and required fees.

Private High School Students

Students attending an accredited private school are eligible for dual enrollment if CGTC's admissions requirements are met and the counselor approves the coursework in Gafutures. The private school's accreditation must be approved by the Technical College System of Georgia. If the private school is not a participating school in the Dual Enrollment program, private school students would not be eligible for dual enrollment funds; however, these students can apply as Joint Enrollment students or self-pay tuition for the college course(s). The cost of fees and textbooks is waived for all high school students, regardless of funding source.

Homeschool Students

Homeschool students are eligible for joint or dual enrollment if they meet CGTC's admissions requirements. If the home study program is not accredited by an agency specified in the approved list, the parent must furnish proof of compliance with B.C. 20-2-690. Homeschool students are required to complete the Participation Agreement for Homeschool Students to their CGTC High School Coordinator. Recognizing the uniqueness of each individual student, we encourage homeschool students and parents to contact the Office of High School Initiatives for more information.

www.centralgatech.edu/highschool

CGTC Academy – Dual Achievement Program

Dual Achievement program (DAP) (established by SB 204) offers qualified students an alternate path to high school graduation. Students choose to simultaneously earn a high school diploma and two (2) Technical Certificates of Credit in a specific career pathway, a Technical Diploma, or a college Associate Degree. Students must be between the ages of 16-21 and have earned six high school core credits out of the nine required credits. Students will withdraw from their current high school and transfer to the CGTC Academy. Dual Achievement students will take occupational classes within a CGTC Technical Certificates of Credit and gain hands-on experience to get a jump start on a career or college. Dual Achievement students must apply for funding each academic year at GAFutures.org.

Students enrolled in the Dual Achievement program must:

- submit a transcript for evaluation
- complete the college's application and acceptance process
- must apply for funding at **www.gafutures.org** each academic year
- meet Satisfactory Academic Progress (SAP) in order to receive funding each term. Students must meet SAP requirements by maintaining a 2.0 grade point average and passing 67% or more of attempted college coursework.

Dual Achievement students are responsible for ensuring course requirements are met. Some courses require course specific fees that cover malpractice insurance or course materials. These fees are not covered by funding and students are responsible for paying course-specific fees. Once a Dual Achievement student has completed all nine high school core courses and the minimum two (2) Technical Certificates of Credit (TCCs), they will be awarded their high school diploma from the CGTC Academy.

www.centralgatech.edu/dual-achievement-program

Senior Citizens

Georgia residents 62 years of age or older may request a waiver of tuition charges for regular and institutional credit courses through the Office of Admissions. Mandatory and course-related fees are not eligible for this waiver. This policy does not apply to continuing education courses, noncredit courses, or seminars. Tuition is adjusted after the student has registered for classes. Senior citizens must meet all other admission requirements as required in the college catalog and pay all fees other than tuition.

Re-Entry Students

CGTC offers a limited number of technical certificates of credit programs and on-the-job training through an intergovernmental agency agreement between the College and the Georgia Department of Corrections (GDC). The programs, offered at selected GDC sites and denoted by GDC and/or YDC in the Location(s) Offered section for each program in this catalog, are intended to reduce inmate recidivism and enhance post-release employability. The College's admissions requirements are adhered to for college acceptance in order to maintain and promote a quality educational experience for each student and secure potential transferability of courses. Re-entry students do not participate in federal or state financial aid programs.

Paying for College

EXPENSES

Tuition and Fees

All students are responsible for paying their tuition and fees or satisfying financial aid requirements by the first day of the semester or mini-session. Tuition and fees may be paid with cash, check, credit/debit card, financial aid, third party (employer, public agency or support program), Titans FlexPay automatic payment plan, or by any combination listed. Payments can be made in person at the cashier window on any campus, by mail, or online in Titan Experience with a credit card, debit card, or check. All charges remain the responsibility of the student. Students should check their account status regularly in Titan Experience.

Students who have not paid tuition and fees are subject to being purged (removed) from classes. Students who are not purged from class are responsible for paying all tuition and fees. 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. Failure to pay tuition and fees can result in a student's account being turned over to a collections agency. If this occurs, students are required to pay any associated fees related to the collections process.

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

Credit Hour Tuition

Credit Hour	In-State Resident	Out-of-State Resident	International/ Foreign Resident
1	$107	$214	$428
2	$214	$428	$856
3	$321	$642	$1,284
4	$428	$856	$1,712
5	$535	$1,070	$2,140
6	$642	$1,284	$2,568
7	$749	$1,498	$2,996
8	$856	$1,712	$3,424
9	$963	$1,926	$3,852
10	$1,070	$2,140	$4,280
11	$1,177	$2,354	$4,708
12	$1,284	$2,568	$5,136
13	$1,391	$2,782	$5,564
14	$1,498	$2,996	$5,992
15	$1,605	$3,210	$6,420

*Commercial Truck Driving tuition is $139/credit hour.

Students must submit one of the following forms of documentation to verify residency and request the in-state tuition rate, if applicable:

- Current driver's license or State ID issued by the state of Georgia after January 1, 2008
- Current driver's license or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States:
  - Alabama: Issued after August 1, 2000
  - Florida: Issued after January 1, 2010
  - South Carolina: Issued after November 1, 2008
  - Tennessee: Issued after May 29, 2004
- Certified U.S. birth certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- Approved, completed FAFSA for the current financial aid year
- Current, valid Permanent Resident Card (USCIS form 1-151 or 1-551)
- Current, valid military identification card for active duty or veterans
- U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- Current U.S. Passport
- U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- U.S. Certificate of Naturalization (USCIS form N-550 or N-570)
- Other forms of documentation may be acceptable; students should consult with the Admissions Office if one of the above forms of documentation cannot be provided.

Applicants that do not submit an acceptable form of documentation to verify residency will not be eligible for in-state tuition rates, regardless of how long they have lived in Georgia. Applicants and students initially classified as out-of-state can request to have residency status changed to in-state once verification requirements have been met.

In-State Tuition Rates

Students (or parent/guardian, if the student is a dependent) that have lived in Georgia for 12 consecutive months or more may request the in-state tuition rate. Students must be lawfully present in the United States and meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure 6.2.2p. to be eligible for the in-state tuition rate. Students requesting the in-state tuition rate must provide proof of Georgia residency.

Out-of-State Tuition Rates

Students who are residents of the United States but do not otherwise qualify as Georgia residents will pay the out-of-state tuition rate. This student is defined as a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term in which the person is intending to enroll. These students are charged tuition at a rate twice that of those eligible for in-state-tuition rate.

International/Foreign Tuition Rates

Those students who are not eligible for either the in-state tuition rate or the out-of-state tuition rate are charged four times the amount of the in-state rate.

Required Student Fees per Semester

Campus Safety $40.00
Health & Wellness..... $110.00
Technology Support $110.00
Special Institutional $60.00
Registration $60.00
Student Accident Insurance..... $6.00

Student Activities	$54.00
Total Required Fees	$440.00

Explanation of Required Fees

- **Campus Safety:** Supports CGTC's security department to provide a safe campus environment.
- **Health & Wellness:** Supports CGTC's intercollegiate athletic program and operational costs associated with the College's health and fitness facilities.
- **Technology Support**: Increases instructional resources and maintains technology to support student learning.
- **Special Institutional:** Supports administrative, instructional, and operational costs of the College.
- **Registration:** Covers administrative costs associated with the student registration process.
- **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 and students are given a copy of the plan whenever a claim form is requested. Claim forms are available from your instructor; the student must file the claim form directly with the insurance company's claims office. Students should read the policy to understand any potential out-of-pocket expenses. Students are responsible for any personal medical costs incurred while enrolled at CGTC.
- **Student Activities:** Used for providing resources for student-sponsored and endorsed activities, campus activity days, and student organizations.

Other Fees

Degree/Diploma/Certificate Reprint	$25.00
Exemption Exam	$50.00*
Graduation Application	$40.00
Late Registration	$45.00
Parking Ticket	$5.00
Replace Parking Decal	$5.00
Replace Student ID	$5.00
Returned Check	$30.00
Transcript Request (Official Copy)	$10.00
Transcript Request (Official Copy, Expedited Delivery)	$25.00

** Prior Learning Assessment (PLA) fee. Refer to the PLA student handbook at **www.centralgatech.edu/PLA** for more information.*

Course-Specific Fees

CARP 1025	$20.00
CAVT 1021	$50.00
CAVT 2030	$50.00
CAVT 2050	$50.00
MLBT 2200	$200.00
COFC 1080	$20.00
DFTG 1101	$80.00
DMPT 1000	$30.00
DMPT 1005	$30.00
DMPT 1010	$30.00
DMPT 1600	$30.00
DMPT 2330	$30.00
DMPT 2400	$30.00
DMPT 2600	$30.00
DMPT 2605	$30.00
DMPT 2930	$30.00
ELTR 1010	$20.00
ELTR 1035	$20.00
EMSP 1210	$55.00
EMSP 1210	$35.00
EMSP 1550	$74.00
EMSP 1550	$63.00
PHTA 2150	$80.00
PNSG 2030	$700.00
PNSG 2210	$700.00
PNSG 2240	$700.00
RADT 1320	$150.00
RADT 1330	$50.00
RADT 2250	$50.00
RADT 2265	$50.00
RADT 2340	$50.00
RADT 2360	$50.00
RELM 2042	$15.00
RNSG 1032	$868.75
RNSG 1036	$868.75
RNSG 1038	$868.75
RNSG 2032	$868.75
RNSG 2036	$868.75
SURG 2030	$245.00

For questions about course-specific fees, please contact the program chair for that program or the Business Office.

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 liability insurance fee must be paid when the student signs up for a class that requires clinical coursework. 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.

EMT and Paramedic Programs	$46.00
All Other Applicable Programs	$11.50

www.centralgatech.edu/tuition

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 the course syllabus for each program. Books and supplies can be purchased at on-campus bookstores, or ordered online through the campus bookstore.

www.centralgatech.edu/bookstore

POLICIES

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. A $30.00 fee is charged for returned checks.

Refunds

Tuition and Fees

A student enrolled in a credit hour program may receive a full refund of tuition and fees if the student drops no

later than the third class day of the term. No refunds will be given for withdrawals after the third class day. Refunds, when due, will be made via BankMobile®, which gives students two options for receiving refunds:

- Deposit to a OneAccount, a non-interest bearing, internet-only checking account serviced by BankMobile®
- Deposit to another account (students must set up an account with BankMobile® to direct refunds/ deposits to personal accounts)

BankMobile® will send each student a welcome package to the address that CGTC has on file for the student. Students can then visit myonemoney.com to set up preferences for refunds and alerts. It is important that a student update the address on file if it changes. This can be done through Titan Experience at any time.

CGTC Bookstore

The CGTC Bookstore allows a full refund on unopened/ unused course materials/textbooks (receipt is required for returns). The last day for refunds will be printed on the receipt and also posted in the CGTC Bookstore each semester. Course materials purchased after the campus specific deadline must be returned within seven business days of purchase for a full refund. Course materials purchased during the last week of classes or final exams are not refundable. Brytewave digital textbooks must be returned within 14 days of purchase for a full refund. Contact the CGTC Bookstore for details regarding the return policies.

Financial Aid

Please see the Financial Aid Refund Policy section of this catalog.

PAYMENT PLAN

Titans FlexPay

CGTC has partnered with Nelnet, a leading educational planning and financing company providing billing and customer services for students, to offer the Titans FlexPay automatic payment plan.

Titans FlexPay is not a loan program. There are no interest or finance charges, and there is no credit check. For a non-refundable enrollment fee (per semester), Nelnet will pay the student's tuition and fees and provide the student with a monthly payment plan divided into several payments.

Payments to Nelnet may be made by a direct transfer from the student's bank account, or by credit/debit card. The down payment and enrollment fee are processed immediately upon signing up, and monthly payments are processed automatically by Nelnet on the fifth of each month.

www.mycollegepaymentplan.com/CGTC

FINANCIAL AID

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 completed financial aid application is submitted, students are responsible for regularly checking their Titan Experience account for additional required documents. A student's eligibility is determined according to federal and state regulations and institutional policies. 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 amount of financial aid awarded to the student.

Financial aid is not automatically awarded; students must complete the necessary steps to accept awards so that aid can be applied to accounts. CGTC is required to follow federal regulations when determining a financial aid awards and reserves the right to adjust an award at any time based on those regulations (students can view all adjustments in their Titan Experience account).

CGTC's Office of Financial Aid is available to assist students throughout the application process. For complete and current financial aid information, please visit **www.centralgatech.edu/financialaid**. CGTC's Student Financial Literacy (SFL) department is also available to help students navigate the financial aid process. More information about the Student Financial Literacy (SFL) department is available in the Student Resources section of the catalog.

Financial Aid Eligibility

To be considered for federal or state financial aid a student must:

- Complete the Free Application for Federal Student Aid (FAFSA) each aid year at www.fafsa.ed.gov (the FAFSA typically opens in October of each year)
- Be enrolled as a regular student in an eligible program or major
- Be a U.S. citizen or eligible non-citizen
- Have a high school diploma (or equivalent) or pass an approved Ability-to-Benefit Test
- Make satisfactory academic progress
- Not be in default/overpayment/exceed limit on any type of student loan
- Not owe a refund on any type of federal or state aid
- Register with Selective Service, if required
- Have a valid Social Security Number
- Have resolved any drug conviction issues according to federal regulations.

How to Apply for Financial Aid

The financial aid year begins with fall semester, includes spring semester, and ends with summer semester.

1. Create an FSA ID online at **www.studentaid.gov/ fsaid**.
2. Complete your *Free Application for Federal Student Aid (FAFSA)* at **www.fafsa.ed.gov** and **answer ALL questions accurately** (incorrect or missing information will delay the processing time of your application for financial aid). CGTC's school code is **005763**.

3. After you apply, you will receive a *Student Aid Report (SAR)* via email; review this and make sure that everything is correct. CGTC will also receive a copy and begin processing your financial aid *(it can take up to five business days for CGTC to receive the information)*.
4. Check your Titan Experience student account to see if you need to submit additional documentation in order for your award to be processed. The Financial Aid Office cannot process your award until you have submitted all required documentation.
5. View your financial award, accept terms and conditions, and accept your financial aid award in Titan Experience. Students who wish to accept a federal student loan must do so in Titan Experience and completed loan entrance counseling.

Students will be notified about their financial aid award approximately 2-3 weeks after successfully submitting the FAFSA.

Important Dates

All important financial aid dates, including priority application dates, refund disbursements, loan dates, and bookstore availability dates for each semester are available online at **www.centralgatech.edu/financialaid/important-dates**.

Types of Aid Available

Federal Pell Grant (Title IV)

The Pell Grant is a federally funded grant for undergraduate students with financial need. This grant does not have to be repaid unless the student withdraws completely from classes. If a student who receives Pell withdraws prior to the 60% point of the term, the student may owe a balance to the college.

Pell award amounts are based on the estimated family contribution (EFC) number assigned by the federal Department of Educaiton. The annual Pell amount for non-zero EFC students is prorated based on the College's annual cost of attendance and the student's EFC that is calculated by the Department of Education based on the information reported on the FAFSA. Award amounts will also be adjusted based on the actual number of hours in which the student enrolls per term.

- Full time: 12+ credit hours
- Three-quarter time: 9-11 credit hours
- Half time: 6-8 credit hours
- Less than half time: 1-5 credit hours

Year-Round Pell

A student may now be allowed to receive up to 150% of the student's total annual Pell Grant scheduled award for an award year. The student must be enrolled at least half-time in the payment period for which the student receives additional Pell Grant funds in excess of 100% of the student's Pell Grant scheduled award.

Pell Recalculation Date (PRD)

For Fall and Spring terms, the Pell Recalculation Date (PRD) will be the 12th calendar day of the full term. For the Summer term, the PRD will be processed on the 12th day after the Mini-Mester begins. If the 12th day falls on a weekend, the PRD will be processed on the Friday before the weekend. On this day, a student's Pell award will be adjusted based on the student's enrollment status as of 3:00PM of the 12th calendar day.

Pell will not be adjusted (increased or decreased) after this date unless the following exceptions apply:

- The student's EFC (Expected Family Contribution) changes, or
- The student's initial enrollment is in a mini-session, part-of-term, or module that begins later in the payment period (i.e., the student only enrolls for session 2/S2), or
- The student fails to begin attendance (no showed), or
- The College receives an initial FAFSA for the aid year.

Any classes added after the Pell Recalculation Date (PRD) will not count toward Federal Pell Grant eligibility, regardless of the start date for the class. This includes students who attend the full term or Session 1 (S1) and choose to add courses for Session 2 (S2). To receive consideration for Pell funding, S2 courses must be added before the PRD for students who begin attendance at the start of the full term or Session 1 (S1).

Federal Student Equal Opportunity Grant (SEOG) (Title IV)

The SEOG Program provides financial aid to students who demonstrate exceptional financial need and meet federal regulations and institutional policy. SEOG funds do not have to be repaid. The Department of Education determines the amount of FSEOG allocations that are made available for each institution. These funds are limited each year and, due to the amount of eligible students and CGTC's commitment to assist as many students as possible with this award, funding available for eligible students may run out. Funds awarded to students that did not attend a term are redistributed to eligible students that attend future terms within the academic year.

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 does not cover fees or textbooks. The HOPE program includes four different categories:

1. **HOPE Scholarship:** available to eligible students enrolled in an associate degree program of study.
2. **HOPE Grant:** available to eligible students enrolled in a credit hour diploma or technical certificate program of study.
3. **HOPE GED® Grant:** available to eligible residents who have obtained their GED® and enroll in a postsecondary institution. The HOPE GED® Grant is a one-time award to those who qualify.
4. **HOPE Career Grant:** Students enrolled in an eligible high-demand program receiving HOPE Grant funds may also be eligible for funding from the HOPE Career Grant. A student's HOPE Career Grant award is a fixed amount per term based on the student's program of study and hours enrolled. The HOPE Career Grant reduces the out of pocket costs for many students to $0.

Eligibility and residency requirements for each HOPE program are determined by state regulations. Regulations are subject to change. For more detailed information about state grants, scholarships, and programs, visit **www.gafutures.org**.

Federal Work Study (FWS) (Title IV)

Federal Work Study (FWS) (Title IV) Federal Work Study is a federally administered program designed to provide employment opportunities to Pell eligible students based on determined financial need. Students will work in pre-approved positions on or off campus. Students must satisfy the college hiring process, including interviews, background check, and other applicable steps to work in a FWS Student Employee position. FWS Student Employees are also responsible for abiding by employment guidelines and timely, accurate reporting of all hours worked each pay period. To view available FWS Student Employees positions and to apply, please visit the College's website, **www.centralgatech.edu/career/work-study-program**.

Student Loans for Education

CGTC offers Federal Direct Student Loans from the Department of Education and the Student Access Loan from Georgia Student Finance Commission. Students must be enrolled in at least six credit hours and meet all other eligibility requirements to receive loans.

The Federal Loan Program allows students to borrow money at a low interest rate for educational expenses. There are two types of federal direct student loans:

- **Subsidized Loans:** A need based loan of which the federal government pays the interest that accrues on the loan while you are in school, during your grace period after you leave school or graduate, and during eligible deferment periods.
- **Unsubsidized Loans:** A non-need based loan of which the student is responsible for all interest that accrues on the loan from the date the loan disburses to the student and forward.

The Student Access Loan is a 1% fixed rate loan designed to assist students who have a gap in meeting their educational needs. This loan is also designed to provide a loan discharge option to technical college students who graduate with a minimum 3.5 cumulative GPA in the program of study for which the loan was received.

For more information about these loans visit:
www.centralgatech.edu/financialaid/types-of-aid-available
https://studentaid.gov
www.gafutures.org

Veterans' Benefits

CGTC is dedicated to providing excellent customer service and assistance to veterans, active duty military, and military dependents. A certifying official is available at both the Warner Robins and Macon campuses to certify enrollment of students who qualify for military benefits. Please note that CGTC cannot make the determination of one's eligibility for VA benefits; for eligibility, please contact the Department of Veteran Affairs at **www.gibill.va.gov**.

Title 38 United States Code Section 3679(e)

Central Georgia Technical College permits any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits to attend or participate in the course of education during the period beginning on the date on which the individual provides to the College a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Central Georgia Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the College due to the delayed disbursement funding from VA under Chapter 31 or 33.

Military Tuition Assistance

CGTC is also authorized by the Department of Defense to administer tuition assistance for active duty service members. Tuition is paid directly to the College. Service members must first check with the installation education counselor for specifics related to TA.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) Program is a federally-funded program that provides employability training to economically disadvantaged and dislocated workers. WIOA provides assistance with tuition and fees, textbooks and required supplies, uniforms, and tools. Additional support services are available based on individual eligibility and WIOA policy. The WIOA process involves numerous selection criteria and is only available to student enrolled in pre-determined programs of study. Selection is also based on availability and funding.

Financial Aid Refunds

Financial aid adjustments are made in accordance with the federal and state regulations and institutional policy and can be made at any point during the term. A specific pro-rata formula, mandated by the U.S. Department of Education, is used to determine the amount of federal financial aid assistance that a student has earned when he/she withdraws during a period of enrollment (semester). If a student withdraws on or before the 60 percent point of the term, the return of funds requirement is applied. Any amount that has not been earned must be returned and the student m is held responsible for the repayment of funds that he/she was determined as not having earned.

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 overpayments or charges incurred. This includes, but is not limited to, tuition and fees, bookstore charges, and other fees. To withdraw from a class or withdraw completely for the semester, the student must officially request to withdraw from the class in Titan Experience. The Financial Aid Office will be notified and required adjustments will be made to the student's financial aid award(s). Official student withdrawals are not allowed after the 60 percent point of the term. Please reference the College Calendar for dates.

Disbursement of Financial Aid 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 has selected BankMobile® to deliver financial aid refunds to students.

www.centralgatech.edu/financialaid/refunds

Things That May Affect Financial Aid

Dropping and withdrawing from class

Students may drop classes through the fifth day of the term (drop/add period) with no academic penalty, no tuition or fee charges, and no financial aid awarded. Students must drop the class(es) in Titan Experience.

Beginning on the fourth day of the term, students not able to complete a course(s) must officially withdraw from the class(es) using the Withdraw from Class(es) form in Titan Experience. If a student officially withdraws:

- The student will be assigned a grade of W for each course from which he/she withdrew.
- The student will be charged full tuition and fees based on the hours enrolled; according to state policy, the student will not receive a refund for any tuition and fees.
- Title IV financial aid (Pell Grant, SEOG, etc.) is based on days of attendance will be prorated based on the amount of aid the student earned for the period that he/she was enrolled. Unearned Title IV aid will be returned to the Department of Education as required by Title IV regulations.
- The student will be responsible for paying the balance of tuition, fees, and book charges not covered by the prorated Title IV and other aid received.

Stopped Attending

Students who stop attending class and do not officially withdraw will receive the grade earned in the course. Students will not be administratively dropped from class for non-attendance. However, requirements to be successful in the course cannot be met without regular attendance. Students should refer to their course for specific course attendance requirements. Stopped attending status will negatively affect satisfactory academic progress and potentially impact a student's ability to receive aid.

Verification

Federal regulations require all institutions to confirm the accuracy of information submitted on the FAFSA. This process is called verification. The U.S. Department of Education selects applicants for the verification process. The Financial Aid Office at Central Georgia Technical College reserves the right to select additional applicants for the process of verification at its discretion. This discretionary selection may be generated due to conflicting information or due to concerns that data may not be accurate or complete.

Satisfactory Academic Progress (SAP)

Federal regulations require institutions participating in Title IV financial aid programs to have a Satisfactory Academic Progress policy. Central Georgia Technical College's policy applies to all students regardless of whether they are Title IV eligible or not. SAP is checked at the completion of each term.

Quantitative and Qualitative Requirements

Qualitative: The student must maintain a cumulative GPA of 2.0 or above in order to remain eligible for financial aid. Grades of A, B, C, D, or F are included in the calculation of the cumulative GPA. Grades of I, W, or IP do not affect the GPA.

Quantitative: Students must complete and pass at least 67% of credit hours attempted in order to meet satisfactory academic progress requirements. Courses successfully completed for purposes of SAP include grades of A, B, C, and D. Courses attempted include grades of A, B, C, D, F, W, I, or IP.

Maximum Time Frame (150% standard): Students must complete their program of study within one and one-half (150%) time of the normal length of the program of study. This includes all credit hours attempted, whether or not they are completed or passed. For example, if a program of study is 60 credit hours, the maximum timeframe to complete the program and receive financial aid is 90 attempted credit hours. The maximum timeframe will vary depending upon the length of the program of study. Changing majors may result in a student exceeding the maximum timeframe for completion and could potentially negatively affect the student's ability to receive aid.

SAP Status

A student that does not maintain a 2.0 GPA and/or does not complete at least 67% of all attempted hours at the time SAP is checked, will be placed on Financial Aid Warning status and will continue to receive financial aid for one term only. Students who are placed on warning will be notified of their SAP Status by official college student email.

If, at the completion of the Financial Aid Warning term:

- the student ***has met*** the quantitative and/or qualitative SAP standards, the student will be placed in Good Standing for SAP and will continue to receive financial aid.
- the student ***has not met*** the quantitative and/

or qualitative SAP standard, the student will be placed on Financial Aid Unsatisfactory Status and will not be eligible to receive financial aid for the any terms after the completion of the Financial Aid warning term.

*(Note: If the student is enrolled while on Financial Aid Unsatisfactory Status, the student will be required to pay tuition, fees, books and other related charges **out of pocket**.)*

Regaining Eligibility

Once a student has been placed on Financial Aid Unsatisfactory Suspension and has lost eligibility to receive financial aid, eligibility may be regained in one of two ways:

- The student must attend classes as a cash pay student (receiving no aid) until the cumulative GPA and the cumulative completion rate has reached or exceeded the minimum requirement. At the next term of enrollment the student may be eligible to begin receiving financial aid if all other financial aid eligibility requirements are met, OR
- The student may file a SAP appeal. The appeal must be approved by the College's SAP committee before financial aid eligibility can be regained. The student must also meet all other financial aid eligibility requirements. SAP Appeal forms can be obtained at the campus' financial aid office or can be accessed online on the College's website.

Appeal Process

Any student placed on Financial Aid Unsatisfactory Status may submit a SAP appeal. The student must submit a SAP Financial Aid Appeal form within 10 days from the date the student is notified of the Unsatisfactory Status. Incomplete appeals will be delayed or not processed for review.

Acceptable conditions to file an appeal include:

- Death of a relative, or
- Injury or illness of the student, or
- Other extenuating circumstances that caused the student to not successfully complete a course(s)

The student must submit an appeal form along with documentation to support the acceptable conditions for the appeal to be considered. The student must submit an explanation of what has changed in his/her situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point.

Once appeal documentation has been received and reviewed for completeness, the college has 30 days from the date the appeal is submitted to review, render a decision, and notify the student of the results. The student will be notified via their CGTC student email account of the appeal decision.

- If appeal is granted, the student will be placed on Financial Aid Academic Plan status beginning the next term of enrollment (after appeal is granted) and will be eligible to receive financial aid. The Financial Aid Specialist must go over the Academic Plan with the student and the student must acknowledge the Academic Plan by signature or by email response from the CGTC student account before aid will be disbursed to student's Titan Experience account. The student may remain on the Academic Plan and eligible for aid as long as the student meets the minimum GPA and completion rate requirements ***per term*** until the student has reached a minimum cumulative GPA and completion rate and can be removed from the Academic Plan. If the student fails to maintain the stipulations of the Academic Plan,the student will be placed again on Financial Aid Suspension and will not be eligible for financial aid. The student has the right to file a new appeal or attend classes and pay out of pocket in an effort to regain financial aid eligibility by meeting SAP requirements.

- If appeal is denied, the student will not be eligible for financial aid. The student has the right to file a new appeal with the Director of Financial Aid within 10 days of the Appeal Committee's decision; otherwise the student may regain financial aid eligibility once the student completes the necessary hours and earns the minimum required GPA and completion rate to meet SAP requirements. The student will be notified by CGTC student email of the final decision.

Additional Information

- **Incomplete courses** are included in attempted hours.
- **Withdrawals** are allowed within reason while on an Academic Plan, but all grades earned in courses in which a student is enrolled beyond the drop/add period are included in hours attempted.
- **Repeated coursework** – All grades earned for repeated courses are included in the calculation of the GPA and included in hours attempted.
- **Transfer credits** will be awarded for courses applicable to student's chosen program of study and count in both hours attempted and earned.
- **Study abroad courses** are included in the calculation of the GPA and hours attempted.
- **Audited courses** are not considered credit courses and are not included in the SAP process.
- **Program changes** may impact the length of time required to meet new program requirements. Program changes are allowed only once per semester.
- **Learning Support courses** are included in the quantitative measure.

Student Loan Status

A student in default on a Federal Student Loan or Direct Loan is not eligible to receive Title IV aid until the default status is resolved by repayment in full; payment of at least six consecutive, full, voluntary payments on time to the loan holder; or loan rehabilitation. To be eligible for state aid, the defaulted loan(s) must be paid in full. Students should contact their lender directly in order to resolve any default situations.

Drug Convictions

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for Title IV funds.

Unusual Enrollment History

The Department of Education prevents fraud and abuse in the Federal Pell Grant Program by identifying

students with unusual enrollment histories (UEH). The UEH is a specific enrollment pattern in which students attend an institution long enough to receive Title IV credit balance refunds, leave without completing the enrollment period, enrolls at another institution, and repeats the pattern of enrollment just long enough to collect another Title IV balance without having earned any academic credit. There may be cases where students have a legitimate reason for enrollment at multiple institutions. However, such an enrollment history requires a review to determine whether there are valid reasons for the UEH. After a complete review, a determination will be made on whether or not a student is eligible to receive further aid.

Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) added a new provision to the Direct Loan statutory requirements that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on the Direct Subsidized Loans. Only first-time borrowers on or after July 1, 2013 are subject to the new provision.

www.centralgatech.edu/financialaid

Student Progress and Resources

2025-2026 ACADEMIC CALENDAR

Dates are subject to change. The most current dates and deadlines, including important dates for students and college holidays, is available at **www.centralgatech.edu/calendars**.

2025 Fall Semester (202612)

August 19, Tuesday ..... Fall Semester Begins – Full and S1
August 25, Monday ..... Drop/Add/Refund Deadline – Full and S1
August 26, Tuesday ..... Course Census / No-Show Deadline – Full and S1
August 29, Friday ..... PRD and Reinstatement Deadline (Following No Show) – Full and S1
September 1, Monday ..... Labor Day Holiday (College Closed)
September 3, Wednesday ..... Priority Registration Opens for Spring Semester (Current Students)
September 8, Monday ..... Registration Opens for Spring 2026 Semester (New Students)
October 3, Friday ..... Last Day to Withdraw with a W grade – S1
October 10, Friday ..... S1 Ends
October 13, Monday ..... Midterm – Full Session/S2 Late Registration
October 14, Tuesday ..... S2 Begins
October 20, Monday ..... Drop/Add/Refund Deadline – S2
October 21, Tuesday ..... Course Census / No-Show Deadline – S2
October 24, Friday ..... Reinstatement Deadline (Following No Show) – S2
November 11, Tuesday ..... Veteran's Day Holiday (College Closed)
November 24 – 26, Monday – Wednesday ..... Student Holidays
November 27 – 28 Thursday – Friday ..... State Holidays (College Closed)
December 5, Friday ..... Last Day to Withdraw with a W grade – Full and S2
December 12, Friday ..... Last Day of Classes* – Full Session/S2
December 15, Monday ..... Grades Due
December 16, Tuesday ..... Faculty/Staff Professional Development
December 18, Thursday ..... Students Can View Grades in Titan Experience

2026 Spring Semester (202614)

January 12, Monday ..... Spring Semester Begins – Full and S1
January 16, Friday ..... Drop/Add/Refund Deadline – Full and S1
January 19, Monday ..... Martin Luther King Jr Holiday (College Closed)
January 20, Tuesday ..... Course Census / No-Show Deadline – Full and S1
January 23, Friday ..... PRD and Reinstatement Deadline (Following No Show) – Full and S1
February 26, Thursday ..... Last Day to Withdraw with a W grade - S1
March 5, Thursday ..... S1 Ends
March 6, Friday ..... Midterm – Full Session/S2 Late Registration
March 9, Monday ..... S2 Begins
March 13, Friday ..... Drop/Add/Refund Deadline – S2
March 16, Monday ..... Course Census / No-Show Deadline – S2
March 17, Tuesday ..... Priority Registration Opens for Summer and Fall 2026 Semesters (Current Students)
March 20, Friday ..... Registration Opens for Summer and Fall 2026 Semesters (New Students)
March 20, Friday ..... Reinstatement Deadline (Following No Show) – S2
March 30 – April 3, Monday – Friday ..... Spring Break/Student Holiday
April 29, Wednesday ..... Last Day to Withdraw with a W grade – Full Session/S2
May 6, Wednesday ..... Last Day of Classes* – Full Session/S2
May 7, Thursday ..... Grades Due
May 8, Friday ..... Graduation
May 11, Monday ..... Faculty/Staff Professional Development
May 14, Thursday ..... Students Can View Grades in Titan Experience

2026 Summer Semester (202616)

May 20, Tuesday ..... Summer Semester Begins – Full
May 25, Monday ..... Memorial Day Holiday (College Closed)
May 26, Tuesday ..... Drop/Add/Refund Deadline – Full
May 27, Wednesday ..... Course Census / No-Show Deadline – Full
May 29, Friday ..... Reinstatement Deadline (Following No Show) – Full
June 2, Monday ..... Mini-Mester Begins
June 8, Monday ..... Drop/Add/Refund Deadline – Mini-Mester
June 9, Tuesday ..... Course Census / No-Show Deadline – Mini-Mester
June 12, Friday ..... Summer PRD – Full and Mini-Mester | Reinstatement Deadline (following No Show) – Mini-Mester
June 19, Friday ..... Juneteenth Observed (College closed)
June 23, Tuesday ..... Midterm – Full
June 29 – July 2, Monday – Thursday ..... Summer Break/Student Holiday
June 25, Wednesday ..... Midterm - Full Session
July 3, Friday ..... Independence Day Observed (College Closed)
June 24, Friday ..... Last Day to Withdraw with a W grade - Full Session/Mini-Mester
July 31, Friday ..... Last Day of Classes* – Full Session/Mini-Mester
August 3, Monday ..... Grades Due
August 6, Thursday ..... Students Can View Grades in Titan Experience

** Final exams will be given on the last scheduled class meeting.*
**** Please note that TCSG Connect courses follow a different calendar. See* **www.centralgatech.edu/eCampus** *for details.*

INFORMATION DIRECTORY

Warner Robins (Main) Campus

(478) 988-6800 or (800) 474-1031
80 Cohen Walker Drive, Warner Robins, GA 31088

- Academic Success Center.....(478) 218-3727
- Admissions .....(478) 988-6850
- Adult Education and GED®.....(478) 218-3769
- Barbering Services.....(478) 218-3310
- Bookstore .....(478) 988-6805
- Campus Police and Security.....(478) 988-6993
- Titan Advisement Center .....(478) 218-3380
- Career Services.....(478) 218-3764
- Cashier.....(478) 218-3387
- Continuing Education.....(478) 988-6852
- Cosmetology Services .....(478) 988-6913
- Dental Hygiene Services.....(478) 218-3348
- Distance Education.....(478) 218-3306
- Financial Aid .....(478) 988-6871
- Foundation .....(478) 218-3311
- High School Initiatives.....(478) 218-3236
- IT Helpdesk and Technology .....(478) 757-3519
- Library Services .....(478) 988-6863
- Military and Veterans Financial Aid ..(478) 218-3392
- Military and Veterans Services.....(478) 218-3909
- Registrar .....(478) 757-5294
- Special Populations .....(478) 218-3229
- Testing Center.....(478) 218-3390
- Titans Cafe.....(478) 218-3783

Macon Campus

(478) 757-3400 or (800) 430-0135
3300 Macon Tech Drive, Macon, GA 31206

- Academic Success Center.....(478) 757-3674
- Admissions .....(478) 757-3403
- Adult Education and GED®.....(478) 757-6669
- Barbering Services.....(478) 757-3486
- Bookstore .....(478) 757-3409
- Campus Police and Security.....(478) 757-3453
- Titan Advisement Center .....(478) 757-5295
- Career Services.....(478) 757-3431
- Cashier.....(478) 757-3412
- Continuing Education.....(478) 757-3445
- Cosmetology Services .....(478) 757-3420
- Dental Hygiene Services.....(478) 757-3488
- Distance Education.....(478) 757-2507
- Financial Aid .....(478) 757-3422
- Foundation .....(478) 757-3503
- High School Initiatives.....(478) 218-3709
- IT Helpdesk and Technology .....(478) 757-3519
- Library Services .....(478) 757-3549
- Military and Veterans Financial Aid ..(478) 757-3662
- Military and Veterans Services.....(478) 218-3909
- Registrar .....(478) 757-5294
- Special Populations .....(478) 476-5137
- Testing Center.....(478) 757-2508
- Titans Cafe.....(478) 475-5144

Milledgeville Campus

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

- Academic Success Center.....(478) 445-2343
- Admissions .....(478) 445-2303
- Adult Education and GED®.....(478) 445-5669
- Barbering Services.....(478) 445-3016
- Bookstore .....(478) 445-7281
- Campus Police and Security.....(478) 445-2350
- Titan Advisement Center .....(478) 445-5295
- Career Services.....(478) 445-2305
- Cashier.....(478) 445-2303
- Cosmetology Services .....(478) 445-4552
- Distance Education.....(478) 218-3306
- Financial Aid .....(478) 445-2317
- Foundation .....(478) 757-3503
- High School Initiatives.....(478) 757-3493
- IT Helpdesk and Technology .....(478) 757-3519
- Library Services .....(478) 445-2333
- Military and Veterans Services.....(478) 218-3909
- Registrar .....(478) 757-5294
- Special Populations .....(478) 476-5137
- Testing Center.....(478) 445-2305

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

Georgia VECTR Center
1001 S. Armed Forces Blvd, Warner Robins, GA 31088
(478) 218-3900

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

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

Peach County Workforce Development Center
425 James E. Khoury Drive, Fort Valley, GA 31030
(478) 218-3739

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

Twiggs County Center
952 Main Street, Jeffersonville, GA 31044
(478) 945-2206

www.centralgatech.edu | info@centralgatech.edu

REGISTRATION

Effective student advisement and registration is an important function at CGTC. New students will initially see an advisor in the Titan Advisement Center to determine a class schedule. Currently enrolled, Returning, and Transfer students are advised by our faculty members. Your advisor is assigned based on your selected field of study.

It is your responsibility as a student to schedule an advisement session with your advisor before registering each semester. You and your advisor will use DegreeWorks to plan and track your academic progress toward program completion.

Registration dates for the upcoming semester are available online at **www.centralgatech.edu/calendars**. Currently-enrolled and returning students are offered priority registration, which allows them to meet with their advisor and sign up for classes early.

Students are encouraged to meet with an advisor and sign up for classes as quickly as possible in order to secure the classes needed and avoid the classes being closed or filled. Some classes offer a waitlist option.

Basic Registration Steps

1. **Review your student account for holds:**
   - You must clear all registration holds on your account before signing up for classes. If you have a Business Office hold, your account has a balance that must be paid before you can sign up for classes
   - To review your Academic Standing and Holds information, log into **Single Sign On** ***(https://sso.centralgatech.edu/)*** and click **DegreeWorks**.You will see your Academic Information listed on the Worksheets page
2. **Contact your advisor:**
   - Every semester, before you can sign up for classes, you must contact your academic advisor. Your advisor will help plan your semester class schedule and make sure that you are on the right track to complete your program
   - Your advisor's contact information is listed in Titan Experience
   - Advisement and registration assistance is also available through the Titan Advisement Center
3. **Check class availability:**
   - View the Class Schedule online at: **www.centralgatech.edu/class-schedule**
   - Click **Schedule of Credit Classes by Term**
   - In the **Search a Term** box: choose the semester you are registering for, then click the Continue button
4. **Register for classes**
   - You can sign up for classes in **Titan Experience** (after logging into **Single Sign On** ***(https://sso.centralgatech.edu/)***, click **Titan Experience)**
     - On the Registration Links card, click **Register for Classes**.
     - *View the how-to guide on registering for classes:* ***https://libanswers.centralgatech.edu/faq/373813***
   - After registering for classes, review your schedule in **Titan Experience** and check that everything looks correct
   - Please contact your **advisor** If you have questions or issues registering
5. **Pay tuition and fees** by the first day of the semester.
6. **Get ready for class:** Check your student email frequently for instructions from your instructor and other important information. Read your class syllabus and contact your instructor if you have any questions about the requirements for your class.

Course Waitlist Information

When a course reaches the maximum enrollment limit, a waitlist may open. If you choose to add your name to a waitlist, please check your student email daily. Should enrollment space become available, you will be notified through your student email address with instructions on how to register.

Add/Drop & Withdraw Information

To drop a class without penalty, you must adjust your schedule BEFORE the Add/Drop Deadline.

- The Add/Drop Deadline is usually the 6th calendar day after the start of a term.* This is the last day of the semester period that you can add a course to your schedule AND the last day you can drop a course from your schedule and owe $0 for tuition.

If you need to drop a class after the official Add/Drop Deadline has passed:

- You must withdraw from the class and will incur charges for tuition and fees.

Before you drop or withdraw:

- You should contact your Advisor and the Financial Aid Office in order to discuss how changing your schedule will affect your academic progress and financial aid.

NOTE: Dates and deadlines are subject to change. Visit **www.centralgatech.edu/calendars** for the most up-to-date information.

Additional Information: Dropping a Course

Students may drop courses through the third day of the semester through Titan Experience. 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 third day of the semester.

Additional Information: Withdrawing

After the official Add/Drop Deadline, a student may withdraw from a course or the college by submitting the Withdraw from Class(es) form in Titan Experience. 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. Please review the Financial Aid section for additional information on how withdrawing from classes can affect your financial aid.

Withdrawal from any course in a Health Science competitive admission program at any level may affect progression in the chosen program.

Military Withdrawal
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.

Hardship Withdrawal
After the 60% point of the term, it may be necessary for a student to withdraw from all courses for the semester (with the exception of courses that have already ended) due to a significant personal hardship (e.g., medical or family emergency, prolonged illness, or other traumatic event). In these situations, students may request a hardship withdrawal through the Registrar's Office. Requests must include verified documentation of hardship circumstances and will be reviewed by the assigned committee. Students will be notified of the decision within 20 business days. Approved requests will be submitted to the Office of the Registrar for a grade change and assignment of a grade of W on the student's transcript. While a W does not negatively affect the student's GPA, it will impact the students course completion rate. For more information on other types of grade appeals, please review the Academic Policies and Procedures section of this catalog.

What's Next?

After registering for classes, there's still more to do!

Tips for Success:

1. **Start with the Titan Advisement Center and use student resources along the way.**
   Resources are available to help you be successful and get extra help if you need it. Visit the **Student Resources** webpage ***(www.centralgatech.edu/studentresources/)*** for more information!
2. **Go to class.**
   You can't learn if you aren't there. Attend every class meeting and go to class prepared. If you will need to miss a class, let your instructor know so that you can find out what will be discussed in class
3. **Complete coursework and review the syllabus.**
   In order to pass your class and learn what you need for your career, review your course syllabus for due dates, complete course work, and turn in all assignments.
4. **Talk to your instructor.**
   Your instructor is there to help you. If you don't understand an assignment or if you fall behind in class, let your instructor know. Communicate any and all questions and concerns you have.
5. **Take time to consider your options before you withdraw or stop going to class.**
   Your financial aid depends on the number of classes you finish; if you withdraw or stop attending, you could have to pay for college out of pocket.
6. **Meet with your advisor every semester.**
   Your advisor will let you know what classes you need to stay on track and give you the alternate pin that you'll need to sign up for classes.
7. **Ask for help!**
   You don't have to figure it out on your own. Our Libraries and Academic Success Centers offer resources such as free tutoring, resume assistance, career counseling, and more, to help you succeed.
8. **Enjoy your time!**
   There's lots to do at CGTC outside of class time. Check out our Student Organizations, Campus and Student Events, and more! Visit the **Campus Life** webpage ***(www.centralgatech.edu/campuslife/)*** and see what's going on at CGTC!

GRADUATION

Degrees, diplomas, and technical certificates of credit (TCC) are not issued automatically; it is the student's responsibility to submit an application for graduation in order to be awarded a credential. To be eligible to graduate with a degree, diploma, and/or specified technical certificates of credit from CGTC, a student must satisfactorily complete the program of study in which he/she is enrolled with a grade point average of 2.0; meet all requirements of the program of study; must satisfy the college's residency requirement (see *Residency Requirement*); and must have, with the exception of certain programs*, completed a high school diploma or high school equivalency. Students applying for the diploma and/or associate degree may also be awarded one or more embedded technical certificates within their program if all course requirements for the TCC are met.

**Certain academic programs may have different graduation requirements; please reference the Academic Programs section for requirements for each program of study.*

Residency Requirement

To receive a credential from CGTC, students must complete at least 25% of their program of study in residence at CGTC. For students who have not successfully completed any CGTC coursework in the awarded occupational discipline, a capstone assessment may be required. Credits earned through the application of prior learning assessment and/or examination cannot be considered in the residency requirement.

Graduation Checklist

1. Submit a graduation application in Titan Experience (after logging in, find the Student Forms card, then click the Apply for Graduation form link). The application should be submitted when registering for your final semester of classes. If you wish to participate in the graduation ceremony, you must submit the application by the end of February.
2. Pay the graduation application fee (degree and diploma graduates only) for each copy of the degree and/or diploma that you would like to receive.
3. Complete the Graduate Exit Survey (the survey will be available online once you submit your graduation application through Titan Experience).
4. If you received a student loan from CGTC, you must complete exit counseling at **www.studentloans.gov**.

After you have submitted the graduation application, your academic record will be evaluated by your faculty advisor and the Registrar for any and all credentials earned to determine if graduation requirements have been met. If your enrollment has not been continuous since initial matriculation and more than one academic term has passed since your last enrollment and matriculation to the college, your record will be

evaluated for graduation based on the catalog in effect at the time of readmission.

Graduates will be contacted to obtain feedback on employment outcomes; feedback is collected to ensure that the college matches educational outcomes with the knowledge and skills required by employers.

Graduation Appeals

A graduation request decision may be appealed in writing to the Vice President for Academic Affairs if extenuating circumstances exist. The 25% residency requirement is a standard for higher education institutions; therefore, no exceptions to the residency requirement shall be granted. Students who have not completed the aforementioned graduation requirements can appeal to participate in the graduation ceremony by completing the *Petition to Participate in Commencement Ceremony* form, available online at **www.centralgatech.edu/registrar/forms**.

Graduation Ceremony

CGTC will hold a graduation ceremony for all diploma and degree graduates, and for adult education students that have earned their GED® during the academic year, at least once each academic year. Graduation ceremony dates and deadlines are available online at **www.centralgatech.edu/graduation**.
Graduates are required to wear appropriate academic regalia, which includes a cap, gown, and tassel. Regalia will only be ordered for graduates who indicate that they wish to participate in the graduation ceremony (on the graduation application). There is no charge for regalia.

All graduates will receive a proxy diploma/degree at the graduation ceremony; official credentials will be mailed to the address indicated on the graduation application within eight to ten weeks after the end of each semester. Credentials will be issued only after all academic and financial obligations have been met.

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.

www.centralgatech.edu/graduation

STUDENT RECORDS

CGTC 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), disciplinary record, and financial aid record. The Registrar's office is the official custodian for all student records. Students wishing to examine their file should contact this office.

Challenging Accuracy of Records

If, upon inspection and review of his/her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his/her privacy rights, the student has the right to ask that the record be changed or insert a statement in the file. The student should submit the request in writing to the Registrar's Office, who will process the student's request and notify the student of CGTC's decision in writing. Should the request for a change be denied, the student will be notified of the decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the president and ask for a hearing.

On behalf of CGTC's President, a hearing officer shall conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The hearing officer will consider only challenges to the accuracy of the records. Hence, whether or not a grade has been incorrectly recorded on a student's transcript may be considered but not whether the student should have been awarded a grade different from the one given. The hearing officer shall prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing officer shall be final, save for any review that may be granted by CGTC's President. If CGTC decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of the right to place in the education record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it. A student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality.

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. CGTC will disclose information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is to TCSG and CGTC officials who have a legitimate educational interest in the records. Legitimate educational interests include:

- Performing a task that is specified in his or her position description or contract agreement
- Performing a task related to a student's education
- Performing a task related to the discipline of a student
- Providing a service or benefit relating to the student or student's family, such as health care,

counseling, job placement, or financial aid
- Maintaining the safety and security of the campus

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that CGTC, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from that student's education records.

However, CGTC may disclose appropriately designated "directory information" without written consent unless the student has advised CGTC to the contrary. Public Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without the student's prior written consent.

If a student does not want CGTC to disclose directory information from his or her student education records without prior written consent, the student must notify CGTC in writing, by the first day of the semester at the registrar's office. A student need only file this notification once during his or her enrollment. However, if there is a break in enrollment or transfer to another TCSG technical college, a new notification must be filed.
Even if a student elects to prohibit the release of directory information, CGTC may still implement policies requiring the student to wear or present a student ID badge.

The Technical College System of Georgia and its technical colleges define "public directory information" as follows:
- Full name of student
- Major and field(s) of study
- Enrollment Status (full-time, part-time, etc.
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

The Technical College System of Georgia and its technical colleges define "non-public directory information" as follows:
- Address
- Email address
- Telephone Number

Non-public directory information is not available to the public, but is available to any college official. If the student has indicated to restrict their data, then college officials can only access the information when it is needed for educational purposes.

Additionally, certain state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.
[TCSG Procedure 6.3.1p1.] [TCSG Procedure 6.3.1p2.]

STUDENT RIGHTS

CGTC 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. CGTC protects the rights of its educational mission and objectives. Students have the right to:
1. 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. 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. Develop intellectual, personal and social values.
4. Follow due process procedures.
5. Participate in institutional decision making in accordance with CGTC policies and procedures.
6. Participate in approved student organizations in accordance with CGTC policies and procedures.
7. Privacy as outlined by FERPA.

STUDENT GRIEVANCES

CGTC maintains 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.

Definitions
- **Business Days:** Weekdays that CGTC's administrative offices are open.
- **Grievant:** the student who is making the complaint.
- **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.
- **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.
- **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.

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.

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 in the Office of Conduct, Appeals, and Compliance, or the technical college president's designee with the following information:
    a. Name
    b. Date
    c. Brief description of incident being grieved
    d. Remedy requested
    e. Signature
    f. Informal remedy attempted by student and outcome

    Additional information can be found online at **www.centralgatech.edu/about-cgtc/grievance-procedure**
2. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
3. The Office of Conduct, Appeals, and Compliance, or CGTC's 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 Office of Conduct, Appeals, and Compliance, or CGTC's 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 Office of Conduct, Appeals, and Compliance, or from CGTC's President's designee, to CGTC's President. Only the student has the right to appeal.

1. A student shall file a written appeal to the technical college president within five (5) business days of receiving the response referenced 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 CGTC's President, grievance appeals at their institution may be held in one of the following ways:
    a. CGTC's President may review the information provided by the student and administration and make the final decision; or
    b. CGTC's President may appoint a cross-functional committee to make the final decision.
    c. The decision of either CGTC's President or the cross-functional committee shall be made within 10 business days of receipt of the appeal.
4. Whichever process is chosen by CGTC's President, the decision of the grievance appeal is final.

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

Out-Of-State, Online Students

Students residing outside of the state of Georgia who are taking online courses may also file to have a complaint resolved. Out-of-state, online students should follow the procedure above by first filing at the College level using the **Student Grievance Procedure**. If resolution is not reached, out-of-state, online students should reach out to the Technical College System of Georgia (TCSG) for additional assistance through the **Program Integrity Complaint Form** ***(www.tcsg.edu/about-tcsg/system-office-services/office-of-technical-education/program-integrity-complaint-form/)***.

A student may appeal to the **Georgia Nonpublic Postsecondary Education Commission (GNPEC)** *(https://gnpec.georgia.gov/student-resources/student-complaints/gnpec-student-complaint-rules)* if the responses received from the College and TCSG are not satisfactory; however, please note that the Commission will not investigate a complaint unless the student has exhausted all available grievance procedures outlined by the College. GNPEC does not resolve complaints about student grades, nor does it adjudicate student conduct violations. These complaints are reviewed at the College level according to the established procedure.

SARA Student Complaint Process:
The student should begin the complaint process with the institution, and if resolution is not found, the student would contact the institution's home state SARA Portal Entity. NC-SARA maintains a directory of **State Portal Entity (SPE) Contacts** (*https://nc-sara.org/state-portal-entity-contacts)* and **SARA Student Complaint Process Information** *(nc-sara.org/sara-student-complaints-process-information-state)* by State. To access the complaint procedure and policy, along with the complaint form, please use these links:

- **SARA Student Complaint Procedure and Policy** *(https://nc-sara.org/sara-student-complaints-0)*
- **GA-SARA Online Student Complaint Form** *(https://gnpec.georgia.gov/student-resources/complaints-against-institution/ga-sara-student-complaint-rules)*

CAMPUS LIFE

The Office of Campus Life hosts student activities throughout the year; students are encouraged to participate in these activities. All student activities comply with Title IX regulations. Students must maintain a minimum 2.00 grade point average to be eligible to participate in student organizations.

Athletics

CGTC is proud to have a variety of athletics programs including Basketball, Club Cheer, Football, and Soccer. The Titans are members of the Division I National Junior College Athletic Association (NJCAA) and the Georgia Collegiate Athletic Association (GCAA). More information, including details about CGTC's intercollegiate athletics programs, can be found online: **www.cgtctitans.com**

GOAL Program

The Georgia Occupational Award of Leadership (GOAL) is an annual honors program intended 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, and 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 by their instructor. 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 Organizations

Cybersecurity Club

The Cybersecurity Club (CSC) is a student-run club with the goal of providing outside-of-class activities relevant to the ever-growing world of Cybersecurity. The club also provides personal and professional networking opportunities for those who have an interest for Cybersecurity. We bring in people in the field in order to teach and explain various topics in cybersecurity and career topics. Students leave with valuable experience proven to be useful during interviews and jobs. This club is not just for CIST students but membership is opened to ALL currently enrolled CGTC Students.

Digital Titans Gaming Club

Our goal is to expand the students' creative mind and build social skills among CGTC students. E-sports is an ideal opportunity for students who are not necessarily interested in traditional athletics, but want to be part of a team. E-sports bridges STEM education that involves data statistical analysis, media design, game coding with strategic learning in using computer programs. There will be opportunities to participate in college level competitive gaming sports while evolving a digital community of CGTC student gamers. The Digital Titans Gaming Club will allow students time to enjoy gaming while developing collaboration, responsiveness, and E-sportsmanship which supports team building skills. Open to all currently enrolled CGTC students, including the dual enrollment student population.

Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL)

Phi Beta Lambda (PBL), the post-secondary equivalent of Future Business Leaders of America, is the largest student leadership organization in the nation. CGTC is home to the Warner Robins Chapter and the Macon Chapter. The focus of PBL is on community service, leadership, and personal and professional development. Members participate in club fundraisers and community service projects, and serve as officers and committee members/chairs to develop leadership skills. Additionally, members have the opportunity to compete in regional, state, and national competitions against their peers from other colleges. Students have the opportunity to travel across the state and nation and network with other students and professionals from the business world. Membership is open to all CGTC students; dues are required once per year.

Health Occupations Students of America

Health Occupations Students of America (HOSA) is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership.

National Technical Honor Society

The National Technical Honor Society (NTHS) provides recognition, scholarship opportunities, and career opportunities to students who are enrolled in career and technical education programs.

Non-Traditional Student Association

The Non-Traditional Student Association (NTSA) provides support and networking opportunities for students who are enrolled in a non-traditional program of study and are seeking to successfully continue their education while managing the demands and responsibilities of adult life. The student may be full-time or part-time.

REACH (Raising Expectations of Achievement)

REACH collaborates with community and industry-driven leaders who proactively establish a professional standard of values and ethics towards challenging and nourishing students to achieve a productive lifestyle. REACH envisions a college community which pursues, empowers, and posters an environment for students in post-secondary education and beyond. The REACH organization was originally designed to engage African American males between the ages of 18 to 28 entering college for the first time. However, the program now encourages all currently enrolled students to participate in Student Sessions on each campus.

SkillsUSA

SkillsUSA is a national membership association serving

high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations, including health occupations, and for further education. SkillsUSA helps develop technical, academic, and employability skills to help students get a job and have a successful career. Students build skills through chapter meetings, contests, leadership conferences, and activities.

Student Ambassador

Student Ambassadors represent CGTC in college events such as Senior Day, campus tours, graduation, student registration, and career fairs. Ambassadors show leadership and are knowledgeable about CGTC. Any student that is committed to representing CGTC is encouraged to apply. Interested students are required to have a minimum GPA of 2.5 and submit a recommendation letter from a CGTC instructor.

Student Government Association (SGA)

The Student Government Association (SGA) includes students from all programs of study with officers selected by the student body and/or appointed by club advisors. The goals of the organization are to: serve as a liaison between students, faculty, and administration; improve moral and provide a forum; positively promote the general welfare of the college and provide an intellectual, social, and cultural environment that maximizes potential and enhanses student success. SGA meets on a monthly basis and other times as needed.

Student Health and Wellness

Health Services

The Atrium Health Navicent Campus Health Clinics provide high-quality, confidential health care for CGTC students. All CGTC students in Macon and Warner Robins can access basic medical services without leaving campus. Students at the Milledgeville campus have access to services less than a mile away at the LiveWELL Care clinic at Atrium Health Navicent Baldwin. Students receiving health care services will not be charged for care that takes place in the clinic. These services are covered by the student health and wellness fee. Appointments can be made by calling the clinics directly, but walk-ins are welcome. Video visits are also available. Contact information can be found online:

www.centralgatech.edu/student-services/health-services

Wellness Center

CGTC offers a wellness center on the Macon and Warner Robins campuses. The centers are open to all CGTC students, faculty, and staff, and feature a wide range of equipment including treadmills, stationary bikes, and elliptical machines. Free weights, bench presses, lifting platforms, a universal machine, jump ropes, pull up bars, foam rollers, stability balls, plyometric boxes, and exercise mats are also available. Locations and hours of operations are posted online.

www.cgtctitans.com/information/facilities

PUBLIC SAFETY

CGTC's Department of Public Safety is committed to providing the highest level of security and safety for students, faculty, and staff. Students are expected to follow departmental safety regulations at all times and 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. 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 may result in immediate disciplinary action.

BART (Behavior Assessment and Recommendation Team)

The BART is committed to promoting safety through a proactive, coordinated, and planned approach to the identification, prevention, and management of interpersonal and behavioral threats to the safety and well-being of CGTC's students, employees, and visitors. Submit a **BART Concerning Behavior form** to report anyone exhibiting concerning behavior while on CGTC property or at a college-sanctioned event.

www.centralgatech.edu/bart

Campus Carry

House Bill 280 (2017-2018 Regular Session), also known as Georgia's "campus carry law," was signed into law with an effective date of July 1, 2017. This bill legalizes the concealed carry of handguns (revolvers and pistols) in some areas of public college and university campuses. For the purposes of the "campus carry law," concealed is defined as a handgun carried in such a way that it does not actively solicit the attention of others, is not openly and intentionally displayed, and is substantially covered by an article of clothing or carried within a bag of nondescript nature.

Concealed handguns may be carried in any building and on land owned or leased by CGTC, unless specifically prohibited. Prohibited areas where concealed handguns may NOT be carried include:

- Any buildings or property when in use for athletic sporting events
- Student housing
- Preschool or childcare spaces
- College and career academies
- Classes with high school students
- Faculty, staff, or administrative offices
- Rooms where disciplinary hearings are conducted

The concealed carrier must be 21 years of age or older, unless an active member of the United States Armed Forces, and have a valid Georgia Weapons Carry License (or a weapons carry license/permit from a reciprocal state if the carrier is not a resident of Georgia). The carry license holder is responsible for knowing and following the law at all times. Guides for students and employees are available online at **www.centralgatech.edu/public-safety**.

Emergency Preparedness

An *Emergency Preparedness Guide for Emergency*

Response is posted throughout all College locations. This guide serves as a quick reference for how to respond in the case of an emergency on campus.

Accidents and Medical Emergencies

First aid kits, safety equipment, and staff trained in first aid are available at campuses and centers. All accidents, no matter how minor an accident appears, must be reported to an instructor or Public Safety personnel. 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 the hospital of student's choice for emergency care; the College will notify the person specified by the student as an emergency contact. 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.

Bomb Threat

If a bomb threat is received, members of the administrative staff will notify each classroom of the need to evacuate using the posted evacuation procedure. When the building has been declared safe, Public Safety personnel will let students and employees 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 College's emergency notification system. During an evacuation process, do not use any electronic communication devices until directed to do so by on-site officials.

Evacuation

During an emergency situation, it may become necessary to evacuate people from the main campus area to a location away from the college. Emergency staging areas will be designated by Public Safety officials and this information will be announced at the time the order to evacuate is given.

Fire and Smoke

The fire alarm and strobe lights will be activated in case of fire or fire drill. Students and employees should evacuate the building according to evacuation procedures posted in each area and 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 College's emergency notification system. DO NOT use elevators during a fire emergency.

Lock-Down

The college may need to initiate a lock-down procedure to manage serious situations such as trespass violation with a threat, domestic violence, active shooter, other violent individual, hostage situation, or other barricaded individual. If a lock-down order is given, remain calm and:

- Remain in the classroom away from all windows and doors; faculty will close and lock their doors. Students in the hallways should go to the nearest classroom.
- Close the blinds and turn off all the lights.
- Do not use your cell phone; keep the lines clear for emergency responders.

Faculty will wait for a signal from Public Safety personnel or other first responders before releasing students.

Tornado and Severe Weather

The Department of Public Safety will monitor conditions during a severe weather WATCH; students and employees should continue normal activities. During a severe weather WARNING, one announcement will be made using College's emergency notification system of when to take cover. Tornado evacuation routes to shelters are posted in each area. Another announcement will be made when it is safe to resume activities. In case of power failure, a member of the administrative staff will notify employees of proper procedures to ensure the safety of students.

Parking and Traffic Regulations

Students are required to abide by the speed limit posted on campus and display a parking permit on their rear view mirror. One permit is issued without charge from the Business Office; 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; parking along the thoroughfares or in the rear of buildings is prohibited. 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. Handicapped parking areas are designated with a wheelchair icon; students must have an approved handicapped license plate or permit to park in handicapped spaces.

Security personnel are authorized to ticket vehicles and/or to have them removed/towed at the owner's expense. A fine will be imposed for traffic violation citations; fines must be paid to the Business Office within three days of the 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.

Annual Security Report

CGTC honors the Campus Security Act, which requires colleges to report crime statistics and other public safety measures, procedures, and policies to the College community. Crime statistics are reported to the U.S. Secretary of Education per the electronic reporting procedure established by the Secretary. CGTC's Annual Security Report includes a description of enforcement and notification procedures, as well as crime prevention and education programs, including the Haven sexual assault prevention program. The Annual Security Report is available online at **www.centralgatech.edu/public-safety**.

Registered Sex Offenders

In accordance with O.C.G.A. § 42-1-12, the Georgia Bureau of Investigation (GBI) is the central repository for Georgia's Violent Sexual Offender Registry. Students may obtain information concerning registered sex offenders through local law enforcement or the Georgia Bureau of Investigation at **http://gbi.georgia.gov/georgia-sex-offender-registry**.

School Closing

If it is necessary for the College to be closed due to inclement weather or other emergencies, notification will be made to students and employee via official CGTC email, the CGTC website, and official CGTC social media accounts (e.g. Facebook and X.com, at **www.facebook.com/centralgatech** and **www.X.com/cgtc** respectively). Notification may also be sent using the College's emergency notification system. A closure required during the class day will be communicated by instructors and the College's emergency notification system.

STUDENT RESOURCES

Academic Success Center

The Academic Success Center (ASC) offers tutoring, computer assistance, study space, and success skills workshops at no cost to CGTC students. Professional and peer tutors are available to assist with math, writing, Microsoft Office, health science core, and more. Book an online or in person appointment on QuadC, which is located on the single sign on dashboard. Walk-ins are also welcome.

www.centralgatech.edu/success

Advisement

Advisement includes helping students interpret degree requirements, monitoring academic progress, and preparing course schedules. The role of the academic advisor is to assist students in making sound decisions regarding their program of study and their career goals. The academic advisor may offer opinions and suggestions relevant to program of study, but the student must accept responsibility for final decisions. In addition, the advisor may recommend or refer the student to other offices or agencies for personal, financial, or other type of counseling services to answer questions or solve problems related to academic or career matters.

New students will initially see an advisor in the Titan Advisement Center to plan a class schedule for the semester. Student advisement of currently-enrolled students is the responsibility of the full-time faculty. Faculty members are assigned as advisors to specific students according to their selected field of study. It is the responsibility of the student to schedule an advisement session with their faculty advisor prior to registering each semester.

Although students may take courses at any campus, advisement should be done with the assigned program major advisor. It is the student's responsibility 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 term.

www.centralgatech.edu/academic-advisement

Bookstore

Students may purchase required books, tools, uniforms and other equipment/supplies appropriate to their program of study in the CGTC Bookstore. CGTC apparel and gifts are also available for purchase. The Bookstore is located on the Warner Robins, Macon, and Milledgeville campuses, and online purchasing is also available. Hours are posted online.

www.centralgatech.edu/bookstore

Career Services

The Career Services Office offers a variety of programs designed to assist students and alumni in developing and managing effective career planning. Services include career counseling, resume preparation and review, workshops, guidance in choosing the right program of study, career fairs, and a variety of job search services. 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.

www.centralgatech.edu/career

CGTC Foundation

The CGTC Foundation offers a wide range of scholarships to students. Scholarship funds can be used for tuition and fees (after all other financial aid has been awarded and applied to student's account). In the event that a student has enough financial aid to cover tuition and fees, scholarship funds may be approved to purchase education-related expenses such as program supplies. Textbook scholarships may be used in the CGTC Bookstore for required textbooks for the student's program of study.

www.centralgatech.edu/foundation

Counseling Services

The **Counseling Resource Center** provides assistance and guidance in resolving personal, social, or psychological problems and difficulties through counseling, so that students are better able to achieve their academic goals and reach their full potential. The Center offers confidential assistance with issues such as anxiety, stress, emotional problems, relationships, and alcohol/substance abuse. Additional services may include coping skills, crisis management, anger management, support groups, and community referrals. Services are provided by a non-judgmental, objective, licensed professional who is trained to help with reflection, support, and solutions.

www.centralgatech.edu/counseling

Food Services/Titans Cafe

Vending machines and student lounges are located in various locations. Additionally, the Titans Cafe, located on the Warner Robins and Macon campuses, offers a variety of hot menus, prepared sandwiches, breakfast, and more.

Instructor Assistance

All instructors have designated 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.

Library

The CGTC Library offers an extensive collection of learning resources, including books, online journal articles, eBooks, videos, and research support for both on-campus and remote students. Each campus library features study spaces and computers for student use, along with printing, scanning, and copying services. Currently enrolled CGTC students also have access to library resources at Fort Valley State University, Georgia College and State University, Middle Georgia State University, and all of Georgia's Technical Colleges.

www.centralgatech.edu/library

Live Work

Live work projects are approved for providing realistic training for students; 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 and billing for all live work services will be based on 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 and no guarantee, either actual or implied, is furnished on live work. CGTC is not responsible for loss or damage to property. Customers visiting campus for live work services are subject to Central Georgia Technical College rules and regulations including, but not limited to, rules of student conduct as described in the Student Code of Conduct. (See *Student Code of Conduct >> Non-Academic Misconduct >> Visitors*)

www.centralgatech.edu/community

Military and Veterans Services

CGTC is proud to welcome members of the military and veterans. We honor your service and value the experiences and perspectives you bring to the classroom. Our goal is to assist adult learners, especially military and veteran students, to successfully earn a degree, diploma, or certification. We are committed to offering you our best in academic advising, transitional guidance, and opportunities to connect with other military and veteran students.

Georgia VECTR Center

The Georgia Veterans Education Career Transition Resource (VECTR) Center is a one-stop-shop for veterans and their family members seeking educational and employment assistance, accelerated training opportunities, and connection to vital state and community resources required to transition from military service and successfully enter the civilian workforce. The Georgia VECTR Center serves as a gateway for veterans' entry into Georgia's public postsecondary educational systems and is solely funded by the state as a not-for-profit organization designed to serve Active Duty, Reserve, Guard, Veterans and their families The VECTR Center provides unique, accelerated programs in high demand and strategic industries tailored to abbreviate the process of receiving post-secondary certificates. Through on-site partners such as the Georgia Department of Veterans Service, Georgia Department of Labor, Georgia WorkSource, Department of Veterans Affairs, and United Way/Mission United, the VECTR Center provides centralized access to veterans seeking benefits, educational opportunities, employment services, educational funding, testing, and links to community resources.

www.centralgatech.edu/military
www.gavectr.org

Orientation

CGTC provides an orientation program to fully inform new and returning students on all areas of the College. Orientation introduces students to facilities, rules and policies, work ethics, programs of study, and student activities. All students are responsible for information provided in online orientation.

www.centralgatech.edu/orientation

Prior Learning Assessment

Prior Learning Assessment (PLA) is a pathway for assessing learning gained outside of a traditional academic environment; this could be learning acquired through prior employment, volunteer, military, corporate training, non-credit courses, or other relevant experience. Through PLA, your prior experience is evaluated to determine if it translates to college-level knowledge and how that knowledge might equate to college credit. PLA can save you time and money because you may not be required to take classes for material that you have already mastered. Complete information on PLA procedures is available in the online *Prior Learning Assessment (PLA) Student Handbook*.

www.centralgatech.edu/PLA

Special Populations

The mission of the Special Populations Office is to provide student-centered comprehensive programs, services, and events that promote equity, enhance the educational experience, foster success, and contribute to the economic self-sufficiency of students who are members of special populations.

Services are available to economically disadvantaged students, special needs populations (physical, mental, and or learning disability), single parents, unemployed or underemployed, homeless, ages 14-24 in foster care or aged out, and parents who are active duty in the armed forces, and those enrolled in non-traditional careers. Services are also available for students with limited English proficiency.

The Lending Library assists Special Populations students who have exhausted all financial resources (subject to the availability of funds). Available services with the Lending Library include assistance with book purchases and with required program tools/equipment/materials that the student must pay out of pocket for.

Assistance with classroom accommodations, career guidance and assessments, student resource guides and referral information, identification of resources to meet student needs, and language translation services.

Disability Services

The Special Populations Office coordinates services for students with disabilities in order to assist these

students in realizing and maximizing their academic and personal goals. These support services ensure admissions, services, activities, facilities, and academic programs are accessible to and usable by students defined as disabled under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

In order to receive accommodations, students must self-disclose, request accommodations, and provide current documentation that verifies the disability, clarifies how the disability will impact the student in an academic setting, and states the accommodations recommended as appropriate. Based on the student's documentation and a personal interview, reasonable accommodations may be provided. The documentation should be prepared by a professional and dated within the last three years.

Accommodations may include testing, alternative textbook formats, assistive technology, and special classroom seating. Services not provided include personal devices such as hearing aids or glasses; personal services such as assistance with eating, toileting, or dressing; accommodations that excessively lower or change classroom or program standards; and accommodations that would change the essence or compromise the academic integrity of a program.

To request accommodations, students must contact the Office of Special Populations to schedule an appointment and begin the evaluation process. Contact information is available at **www.centralgatech.edu/specialpops**.

Student Financial Literacy

CGTC provides students with resources to learn smart financial management through its Student Financial Literacy (SFL) department. SFL offers one-on-one guidance and workshops to learn how to wisely manage financial aid, student loans, and personal finance. The College also partners with outside financial institutions to provide advice and counseling to students related to financial matters. In addition, SFL also offers information on Satisfactory Academic Progress (SAP) and the importance of maintaining successful course grades and the effect on a student's ability to receive aid. For more information on Student Financial Literacy, call (478) 218-3296.

T.E.A.M.S./Early Intervention

Students who feel overwhelmed, are behind in classes, or need help getting back on track may request one-on-one assistance from T.E.A.M.S., TCSG's Early Alert Management System. CGTC's Student Navigator can connect students with T.E.A.M.S. services to help locate community and college resources, overcome barriers, find answers to questions, connect with college faculty and staff, and navigate college issues towards a positive resolution.

www.centralgatech.edu/studentresources

TECHNOLOGY

Students must comply with CGTC's Acceptable Computer and Internet Use policy when using any CGTC computer or technology resource. Complete information on how to use all technology resources is available online.

www.centralgatech.edu/studenttech
www.centralgatech.edu/it-security

Titan Experience

Titan Experience is used to check the status of financial aid, sign up for classes, drop classes, check final grades, update mailing addresses and phone numbers, and more.

Blackboard

Information about Blackboard is available online at **www.centralgatech.edu/online-classes**. For help with Blackboard, contact your instructor first. Classes will not be available in Blackboard until the first day of the course. Note: not all courses start the first day of the semester. Course start dates are listed on your registered course schedule.

Degree Works

See a list of classes that you must take for your major, check your progress towards graduation, read notes from your advisor, email your advisor, view academic standing and GPA, and more. Your advisor can also arrange the classes that you need into future semester blocks so that you can plan your schedule and graduate on time. To view your plan (when available), click the Plans tab.

OneDrive

Students may save their classwork, important documents, and other education-related files to their OneDrive. OneDrive, and files saved to OneDrive, can be accessed at any time from any computer (either at CGTC or off-campus) with internet connectivity via the Single Sign On (SSO) dashboard. Files stored on these CGTC-provided resources must adhere to CGTC's Acceptable Computer and Internet Use policy as outlined in the CGTC Catalog. Files that do not adhere to this policy, including personal files such as photos, songs, videos, illegal content, and anything that is not CGTC-related, may be deleted without notice.

Microsoft Office 365 Portal

CGTC students have free access to several Microsoft products including Word, Excel, PowerPoint, and Outlook.

Student Email

Email is the official form of communication for CGTC. It is critical that students check their student email frequently to stay up to date on student activities, important dates and deadlines, career fairs, and more.

Using Computers on Campus

Computers are available for students to use in the Library, Academic Success Center, and computer labs.

Student Conduct and Discipline

DRUG FREE SCHOOLS

In accordance with the federal Drug Free Schools and Communities Act, CGTC makes every effort to ensure that effective drug and alcohol abuse prevention information is made available to students and employees. CGTC's Office of Public Safety is responsible for the investigation of complaints of drug possession on campus. CGTC reserves the right to conduct random drug checks and use drug detection dogs to help with the enforcement of this policy. Checks involving drug detection dogs 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.

If a student is found to be in possession of drugs, the student will immediately be referred to the Vice President of Student Affairs or the Executive Director for A&C. Criminal charges may also be brought to anyone who is found in possession of illicit drugs.

Policy

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical 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. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

This policy has been developed in concert with the federal Drug Free Schools and Communities Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.).

CGTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, CGTC shall, with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as deemed necessary.
2. 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 a federal, state or local health, law enforcement or other appropriate agency.

[TCSG Policy: 6.7.1.]

Dangers of Drug and Alcohol Use

According to the National Institute on Drug Abuse, drug use can have a wide range of effects depending on the specific drug, frequency of use, and other factors. Short-term effects, which may occur after only one use, include changes in appetite, heart rate, blood pressure, and mood, as well as heart attack, stroke, overdose, and death. Long-term effects include heart or lung disease, cancer, and mental illness. Indirect effects of drug and alcohol use include changes to sleep, decision-making, and contraction of diseases such as hepatitis and HIV/AIDS. Drug use can affect babies born to women who use drugs while pregnant.

Counseling Resources

CGTC's Counseling Resource Center offers confidential assistance with alcohol/substance abuse. For more information, or to schedule an appointment, visit **www.centralgatech.edu/counseling**.

ACCEPTABLE COMPUTER AND INTERNET USE

The purpose of CGTC-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 CGTC. Students utilizing CGTC-provided internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on CGTC-based computers to be private. Electronic messages and files stored on CGTC-based computers shall be treated like other CGTC 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, CGTC officials shall cooperate with law enforcement officials who are properly authorized to conduct a search of computers and computer systems.

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

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 one (1) year of imprisonment, plus civil liability.

Unacceptable Use

The following uses of CGTC-provided computers, networks, and internet access are not permitted:

1. Creating, accessing, or transmitting sexually explicit, obscene, or pornographic material.
2. Creating, accessing, or transmitting material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
3. Using 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.
4. Violating any local, state, or federal statute.
5. Vandalizing, damaging, disconnecting, or disabling the property, including equipment, software, or data, of another individual or organization.
6. Accessing another individual's password, materials, information, or files without permission.
7. Violating the copyright or otherwise using the intellectual property of another individual or organization in violation of the law, including software piracy and unauthorized peer-to-peer file sharing;
8. Conducting private or personal for-profit activities, including use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain.
9. Knowingly endangering the security of any CGTC computer or network.
10. Willfully interfering with another's authorized computer usage.
11. Connecting any computer or electronic device to any of the CGTC networks unless it meets technical and security standards set by CGTC.
12. Creating, installing, or knowingly distributing a computer virus, rootkit, keystroke logger, "Trojan horse," or other surreptitiously destructive program on any CGTC computer or network facility, regardless of whether any demonstrable harm results.
13. Modifying or reconfiguring the software or hardware, including download and/or installation of new software, of any CGTC computer or network without proper authorization.
14. Conducting unauthorized not-for-profit business activities.
15. Conducting any activity or solicitation for political or religious causes.
16. Performing any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of CGTC's data and information.
17. Creating, accessing, or participating in online gambling (occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use).
18. Capturing and/or recording network traffic without authorization.
19. Using electronic devices such as cell phones, beepers, walkie talkies, cameras, gaming devices, and any other that may cause unnecessary disruption to the teaching/learning process, in classrooms, labs, and other instructional, event, or affiliated facilities on CGTC premises, unless otherwise permitted by CGTC officials.

To meet the requirements of the Higher Education Opportunity Act, CGTC provides the following link as a legal alternative for downloading or acquiring copyrighted materials:
www.educause.edu/legalcontent.

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

Users of CGTC's 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. **[TCSG Policy: 3.2.1.] [TCSG Procedure: 3.2.2p.]**

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

STUDENT CODE OF CONDUCT

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Discipline section of the catalog.

Definitions

- **CGTC Official:** any person employed by CGTC performing assigned responsibilities on a part-time, full-time, or adjunct basis.
- **Faculty Member:** any person hired by CGTC to conduct teaching, service, or research activities.
- **Hearing Body:** as defined in the Student Disciplinary Procedure.
- **Member of the CGTC community:** any person who is a student, faculty member, contractor, CGTC official, or any other person/s involved with CGTC, involved in the community, or employed by CGTC.
- **Policy:** the written regulations of CGTC as found in, but not limited to, the Student Code of Conduct, Catalog, the CGTC Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- **Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by CGTC (including adjacent streets and sidewalks).
- **Student:** all persons taking courses at CGTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with CGTC are also considered "students."

Academic Misconduct

Academic misconduct includes, but is not limited to, the following definitions:

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 outside source (such as individual agency, AI generative technology, etc.) without reference to the original 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.

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 CGTC premises or at CGTC-sponsored or 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. Note: certain physical abuse may also be considered unlawful harassment.
   c. **Harassment:** CGTC 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 any individual or group that has the purpose or effect of unreasonably and 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. CGTC 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 college activities, including public service functions and other duly authorized activities on CGTC premises or at CGTC-sponsored activity sites.

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

2. **Professionalism and Personal Appearance:** GTC 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 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. 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 subject to disciplinary action. Students should observe, at all times, generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Some programs of study 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 CGTC property, or theft of or damage to property of a member of the CGTC community or a visitor on CGTC premises or at a CGTC function.

b. **Occupation or Seizure:** Illegal occupation or seizure in any manner of CGTC property, CGTC premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. **Presence on CGTC premises:** Prohibits unauthorized entry upon CGTC premises; unauthorized entry into CGTC premises or a portion thereof which has been restricted in use; unauthorized presence in CGTC premises after closing hours; or furnishing false information to gain entry upon CGTC 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 CGTC facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of CGTC.

e. **Fire Alarms:** Prohibits setting off a fire alarm or using or tampering with any fire safety equipment on CGTC premises or at CGTC-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 CGTC official.

f. **Obstruction:** Prohibits obstruction of the free flow of pedestrian or vehicular traffic on CGTC premises or at CGTC-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 CGTC premises or at CGTC-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities, or in a CGTC-owned vehicle is prohibited.

b. **Controlled substances, illegal drugs and drug paraphernalia:** CGTC 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:** CGTC prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on CGTC premises, unless otherwise permitted by CGTC officials.

d. **Smoking/Tobacco:** CGTC 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 CGTG premises.

5. **Use of Technology:** *See Student Conduct, Acceptable Computer and Internet Use*

6. **Weapons:** CGTC 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 the 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, and O.C.G.A.§ 43-38-10.

7. **Gambling:** CGTC prohibits the violation of federal,

state or local gambling laws on CGTC premises or at CGTC-sponsored or supervised activities.

8. **Parking:** *See Student Progress and Resources, Public Safety, Parking and Traffic Regulations*

9. **Financial Irresponsibility:** CGTC prohibits the theft or misappropriation of CGTC-owned property, 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 the semester.

10. **Violation of CGTC Policy:** Violation of CGTC 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, or student organizations.

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 CGTC, either to CGTC or to others in the community, including, but not limited to, falsification of: CGTC transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to CGTC; CGTC report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any CGTC 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 CGTC or records related to any clinical, internship or other academic activity associated with CGTC.

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 not 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 CGTC'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, CGTC will not request or agree to special consideration for that individual because of his/her status as a student. CGTC 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 Vice President for Student Affairs or the designee of CGTC's President, Hearing Body, Appellate Board, or CGTC 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. **Visitors:** All visitors are subject to Central Georgia Technical College rules and regulations including, but not limited to, rules of student conduct as described in the Student Code of Conduct. For the safety of the school, faculty, staff, and students, security personnel may remove visitors who disrupt the operation of the college. Loitering will not be tolerated. Anyone who is not a current student, college employee, or 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.

16. **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.

17. **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).

18. **Student Athlete:** A student who also engages in an organized competitive sport sponsored by CGTC. 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.

UNLAWFUL HARASSMENT AND DISCRIMINATION

All students at CGTC shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating, or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct occurring at clinical sites to which students are assigned shall be investigated in accordance with TCSG Procedure 6.1.2p. Sexual Harassment and Misconduct.

Definitions of Unlawful Harassment

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. Unlawful harassing 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 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 CGTC premises or at CGTC-sponsored activities may also be considered unlawful harassment.

Sexual Harassment and Misconduct

Definitions:

- **Advisor:** the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.
- **Affirmative Consent:** affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred "against the person's will."
- **Appeal Officer:** the Commissioner of TCSG or their designee, who will review the Parties' appeals and issue the Notice of Outcome of Appeal.
- **Clinical Site**: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.
- **Complainant:** the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.
- **Confidential Resource:** a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).
- **Confidentiality:** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.
- **Court Order:** any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency,

temporary or permanent restraining order.

- **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.
- **Decision-Maker:** a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility
- **Domestic Violence:** a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- **Duress:** a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.
- **Employee:** any individual employed in a full or part time capacity in any TCSG work unit or technical college.
- **Expert Witness:** a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.
- **Force:** an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.
- **Formal Complaint:** a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
- **Hearing:** a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.
- **Hearing Coordinator:** the person who manages Hearings under this Title IX Procedure.
- **Hearing File:** the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.
- **Hearing Schedule:** a time-table specific to each matter that schedules key dates for the matter after it has been charged.
- **Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.
- **Incapacitation:** a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.
- **Informal Resolution:** a voluntary process that the Parties may consent to participate in, as described in Section IV.F.
- **Initial Report:** a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.
- **Intimidation:** includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.
- **Investigation:** the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.
- **Investigative Report:** a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.
- **Investigator:** the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.
- **Menace:** a threat, statement, or act showing intent to injure someone.
- **New Evidence:** evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.
- **Nonforcible Sexual Violations:** Any of the following acts:
    - **I. Incest:** nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
    - **II. Statutory Intercourse Violation:** nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.
- **Notice of Charge:** the formal notification issued by

the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.

- **Notice of Dismissal:** the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.
- **Notice of Formal Complaint:** the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.
- **Notice of Outcome of Appeal:** a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.
- Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s).
- **Preponderance of the Evidence:** the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.
- **President:** the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.
- **Privacy:** means that information related to a complaint will be shared with only a limited number of TCSG employees who "need to know" in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.
- **Rebuttal Evidence:** evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.
- **Remedies:** individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- **Respondent:** the person alleged to have engaged in Title IX Prohibited Conduct.
- **Retaliation:** includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.
- **Sanctions:** individualized measures implemented after a Hearing that may be disciplinary in nature.
- **Sexual Assault:** any of the following acts:
  - **I. Rape:** penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
  - **II. Sodomy:** oral or anal sexual intercourse with another person:
    - forcibly and/or against that person's will; OR
    - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - **III. Sexual Assault with an Object:** to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
    - forcibly and/or against that person's will; OR
    - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - **IV. Fondling:** the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
    - forcibly and/or against that person's will (non-consensually); OR
    - not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
- **Supportive Measures:** non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment, or

deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

- **Title IX Prohibited Conduct:** the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.
- **Title IX Sexual Harassment:** conduct, on the basis of sex that satisfies one or more of the following:
    I. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
    II. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.
- **TCSG Compliance Officer:** the individual designated by the Deputy 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 and educational access by disabled individuals.
- **TCSG Program or Activity:** locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.
- **Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
- **Title IX Coordinator:** an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.
- **Violence:** the use of physical force to cause harm or injury.
- **Visitor:** any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.
- **Witness:** a person asked to give information or a statement under this Title IX Procedure.
- **Written Determination Regarding Responsibility:** the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

Reporting and Management Action:

1. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to unlawfulharassment@tcsg.edu.
2. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.
3. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.
4. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.
5. 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. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives

a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

6. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.
   - Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report ("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.
7. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.
8. Reports concerning all prohibited conduct 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 corrective actions are considered and taken.
9. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.
10. Allegations of any 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. § 19-7-5.
11. Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals

Discretionary Dismissal:

1. TCSG and/or the College may dismiss the Formal Complaint if:
   I. the Respondent is no longer enrolled or employed by TCSG and/or the College;
   II. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
   III. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
2. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.
3. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification a statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

Investigations:

1. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
2. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal

complaint.

4. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
5. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
6. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. 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.
7. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
   - It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
   - Any medically related evidence is best preserved by trained medical personnel.
   - Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.
9. 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. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.
10. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.
11. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.
12. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

Hearings:

1. Format of Hearing:
- Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

2. Recording of Hearing:
- Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.

3. Role of Advisor:
- If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.

4. Role of the Decision-Maker:
- The Decision-Maker will...
  I. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
  II. preside over the Hearing and will issue

the Written Determination Regarding Responsibility;

III. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.

5. Conflict of Interest:

- No person who has a conflict of interest may serve as the Decision-Maker.
- A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
- Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
- A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
- A determination will be made by the Commissioner or their designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.

6. At the Hearing, the Decision-Maker will:

- Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.
- Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

7. Hearing Process:

- The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
- The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
- The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).
- Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
- The Decision-Maker may ask questions of the Parties and/or Witnesses.
- Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.

8. Written Determination Regarding Responsibility:

- The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:

I. identification of the allegations potentially constituting Title IX Prohibited Conduct;

II. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;

III. findings of fact;

IV. conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;

V. the rationale for the result as to each allegation;

VI. any disciplinary Sanctions imposed on the Respondent;

VII. whether Remedies or Supportive Measures will be provided to the Complainant; and

VIII. information about how to file an appeal.

9. Sanctions:

- The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
- The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
- The Sanction determination will be provided to the Title IX Coordinator who will be responsible

for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.
- The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
- The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
  I. For students, to the Office of Student Affairs
  II. For staff, to Human Resources
  III. For faculty, to the Office of Academic Affairs
- The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.
- The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.

10. The Written Determination Regarding Responsibility becomes final:
- if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
- if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

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, steps shall be taken 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, issuing no-contact orders, or reassignment of students or employees.
   - Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
   - Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.
3. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.
   - Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.
5. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

Appeals:

Appeal of a Written Determination Regarding Responsibility.

1. Submission of Appeal
   a. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
   b. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.
   c. The Appeal Officer will be the Commissioner of TCSG or their designee.
   d. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
   e. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).

2. Grounds for appeal are limited to the following:
   a. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
   b. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
   c. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
   d. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?
   - ***NOTE:*** In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

3. Receipt of Appeal
   a. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
   b. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
   c. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
   d. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.

4. Response to Appeal

a. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
b. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
c. Each response by the Title IX Coordinator should be no more than 1,500 words.
d. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.

5. Appeal Decision

a. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
b. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
c. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

Title IX Investigative Process

1. Conduct prohibited under Title IX occurs.
2. A complaint is filed by the party impacted or on that party's behalf.
3. An official notice of investigation is issued to the Complainant and Respondent.
4. Both parties should obtain Advisors at this point to help guide them through the process.
5. Advisors may be present at every stage but may only actively participate during the live hearing. If either party is unable to identify an Advisor, the college is responsible for furnishing that party with an Advisor.
6. An investigation is conducted by the TCSG Title IX Investigator, which includes interviews with all parties involved and the collection of pertinent evidence.
7. The investigation report is prepared and issued to the Complainant and Respondent.
8. If the Investigator determines the complaint should be dismissed, the Complainant may appeal at this point. If the Investigator determines the complaint should continue through the process, both parties have the right to respond, in writing, during a review and response period.
9. Following this review and response period, a date and time is set for a live hearing.
10. During the live hearing, both parties are allowed to cross examine the other party and all witnesses through their Advisors. The parties are not allowed to personally cross-examine each other. If requested, the parties can be separated into different rooms for the live hearing.
11. The Decision-Maker listens to the cross-examinations and may also conduct his/her own fact finding during the live hearing.
12. Following the live hearing, the Decision-Maker issues a written determination which makes findings of fact, rationale for decisions, sanctions to be imposed (if any), and explanation of the appeal process.
13. Either party may appeal the written determination to the TCSG Commissioner.
14. If appealed to the TCSG Commissioner, the Commissioner will review the written appeal documents from the parties, make a decision, and that decision is final.

Title IX is specific to behavior and discrimination based on the protected characteristic of sex (gender). Complaints of discrimination based on other protected characteristics (race, color, religion, national original, genetic information, age or disability) are equity complaints, and will be investigated by the Equity Coordinator at the college. Title IX investigations are not criminal investigations, but in cases of potential criminal behavior (ex. sexual assault), they may run parallel to a criminal investigation.
Should you have questions about Title IX or the investigative process, please contact the Title IX Coordinator at your college.

Sexual 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) can include 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.

Sexual Violence

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.

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others to the Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies:

Cathy Johnson
Executive Director for Athletics and Compliance
Warner Robins Campus, Room A-136
Phone: (478) 218-3309
Fax: (478) 471-5197
Email: cajohnson@centralgatech.edu

Reports will be treated in an expeditious and confidential manner.

CGTC will not tolerate unlawful retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Unlawful retaliation is defined as 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. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal. Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal. [TCSG Procedure 6.1.2p.]

STUDENT DISCIPLINE

CGTC reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of CGTC officials, a student's conduct disrupts or threatens to disrupt the CGTC community, appropriate disciplinary action will be taken. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Definitions

- **Academic Misconduct:** includes, but is not limited to, the definition found in the Student Code of Conduct.
- **Business Days:** weekdays that the CGTC administrative offices are open.
- **CGTC Official:** any person employed by CGTC performing assigned responsibilities on a part-time, full-time, or adjunct basis.
- **Faculty Member:** any person hired by CGTC to conduct teaching, service, or research activities.
- **Hearing Body:** any person or persons authorized by CGTC's President to provide a hearing as provided in this procedure.
- **Jurisdiction:** Generally, CGTC jurisdiction and discipline shall be limited to conduct which occurs on CGTC premises, off-campus classes, activities, or functions sponsored by CGTC.
- **Member of the CGTC community:** any person who is a student, faculty member, contractor, CGTC official, or any other person/s involved with CGTC, involved in the community, or employed by CGTC.
- **Policy:** the written regulations of CGTC as found in, but not limited to, the Student Code of Conduct, Catalog, the CGTC Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- **Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by CGTC (including adjacent streets and sidewalks).
- **Suspension:** denial to a student of the right to attend CGTC for a minimum of one semester.
- **Student:** all persons taking courses at CGTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with CGTC are also considered "students."

Filing a Complaint

Any person may file a complaint with the Executive Director for Athletics and Compliance (Executive Director for A&C) 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** (located at **www.centralgatech.edu/bart**), and provide it to the Executive Director for A&C.

Investigation and Decision

1. Within five business days after receipt of the Student Code of Conduct Complaint Form, the Executive Director for A&C 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 for A&C shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

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

3. 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.

4. If the Executive Director for A&C determines that the student has violated the Student Code of Conduct, one or more disciplinary sanctions may be imposed consistent with those described in the Disciplinary Sanctions section. If it is determined that the conduct was not a violation of the Student Code of Conduct, disciplinary sanctions shall not be imposed on the student and the investigation shall be closed.

Disciplinary Sanctions

Based on the severity of the incident, the Executive Director for A&C may take one of the following actions:

1. After a determination that a student has violated the Student Code of Conduct, the Executive Director for A&C 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 for A&C will make a recommendation to the Vice President for Academic Affairs or his/her designee. 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 "F" (Failing) for the course. Repeated offenses will be referred to the appropriate administrator for further disciplinary action, which may include suspension from the college.

2. After a determination that a student has violated the Student Code of Conduct, the Executive Director for A&C may recommend the imposition of one of the following sanctions if appropriate. The Executive Director for A&C'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 for A&C 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 for A&C or their 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 for A&C, 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.
   d. **Violation of Federal, State, or Local Law:**
      I. 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 CGTC's vital interests and stated mission and purpose.
      II. 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.
      III. When a student is charged by federal, state, or local authorities with a violation of law, CGTC will not request or agree to special consideration for that individual because of his/her status as a student. CGTC 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.
   e. **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 for A&C 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 CGTC community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other CGTC-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.

f. Conditions of Disciplinary Suspension and Expulsion:

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

II. 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 for A&C or the College President's designee. A suspended or expelled student must contact the Executive Director for A&C or the College President's designee for permission to enter CGTC premises for a limited, specified purpose.

III. If the student seeks to submit a signed CGTC Disciplinary Sanction Appeal Form, the Executive Director for A&C 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.

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

Mediation

CGTC 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.

Hearing/Appeals Procedure

A student who wishes to appeal a disciplinary decision by the Executive Director for A&C 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.

1. If the Executive Director for A&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.

2. 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 for A&C 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.

3. If the student appeared before the Hearing Body to appeal the Executive Director for A&C 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.

4. If the student appeared before the Hearing Body after the Executive Director for A&C 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.

5. 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.

6. 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.

7. 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.

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.

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,

Academic Policies and Procedures

GRADES

CGTC observes a uniform procedure for calculating grade point averages: all grades will be assigned based upon a 4.0 grading scale. Final course grades are posted by faculty at the end of each semester; the Registrar's Office then processes the grades and academic standing. All courses in degree, diploma, and technical certificate programs 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 each semester through Titan Experience.

Grading System

Description	Letter Grade	Grade Points
90 - 100 (Excellent)	A	4.0
80 - 89 (Good)	B	3.0
70 - 79 (Satisfactory)	C	2.0
60 - 69 (Poor)	D	1.0
Below 60 (Failing)	F	0.0
Grades not calculated in grade point average		
Articulated Credit	AC	–
Audit/Warranty Claim	AU	–
Credit by Exam	EX	–
Incomplete	I	–
In Progress	IP	–
Satisfactory	S	–
Transfer Credit	TR	–
Unsatisfactory	U	–
Withdrawal	W	–

Articulated Credit (AC): 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.

Audit (AU): 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.

Exemption Exam (EX): 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.)

Failing (F): Signifies that a student has completed the term, but did not academically meet full course requirements OR abandoned the course without completing the official withdrawal process and therefore did not meet course academic requirements. This grade is calculated as a failing grade (F) in the student's GPA and may affect academic status and financial aid.

Incomplete (I): 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.

In Progress (IP): 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).

Pass/Not Pass (P): The Pass/not pass' option was available to CGTC students whose grade may have been impacted by challenges caused by the COVID-19 pandemic. The "Pass/Not Pass" option was provided by the college between March 2020 and the end of fall semester 2020 (December 2020). The "P" pass grade does not count towards a student's numerical grade point averages (for purposes of scholarships and otherwise); however, all courses with a "pass" grade will satisfy the program curriculum, semester hours and graduation requirements. The Pass option request is only allowed for grades of "A", "B", "C". The Not pass ("U" grade) option is allowed for grades of "D" or "F". Once the student requests a change to a P grade, CGTC will not be able to reverse the action.

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

Transfer Credit (TR): 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 admission programs.

Unsatisfactory (U): Indicates that the student did not master all of the course competencies and is reserved for learning support classes only. A grade of U carries no quality points, but does factor into course completion rate, and institutional credit hours for that course will be awarded to the student.

Withdrawal (W): 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.

COVID Withdrawal (Z): This option was available to CGTC students whose grade may have been impacted by challenges caused by the COVID-19 pandemic. If a student withdrew due to a qualifying event related to COVID-19, a Z grade would appear on the student's transcript. Z grades were only available to students who requested withdrawal from a course or courses on or after March 13, 2020 until the end of Spring Semester 2023. A grade of Z is NOT INCLUDED in the completion rate calculation for Satisfactory Academic Progress (SAP) and does not impact academic standing or financial aid eligibility. Z grades are only available during select semesters impacted by COVID-19 as approved by TCSG and the College. Z grades are only available during select semesters impacted by COVID-19 as approved by TCSG and the College. For more information on semesters for which Z grades are approved, please contact the Registrar's office.

Work Ethics Grades

CGTC instructs and evaluates students on their work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. All students in credit classes (except general education and learning support) receive a work ethics grade in addition to their regular course grade. The work ethics grade is not calculated in the academic grade point average, but will be printed on student transcripts.

Work Ethics Grading System

Work Ethics Grade	Description
3	Exceeds Expectations
2	Meets Expectations
1	Needs Improvement
0	Unacceptable

Grade Point Average

The semester grade point average is calculated based on all credit courses taken each semester at CGTC. Grade point averages will be rounded to the nearest hundredth in determining the semester and the cumulative GPA.

The **cumulative grade point average** (CGPA) reflects the total credit instructional activity of the student. It is recalculated after each semester to include the current semester's grade(s). The CGPA is not affected by program of study, changes in program of study, or student classification. The CGPA is calculated at the end of the semester on all attempts for all credit courses taken at CGTC.

The **graduation grade point average** is calculated only on those courses required for graduation from the student's declared major. When a course is taken more than once, the final or highest grade will be used in calculating the grade point average for graduation. A 2.0 grade point average is needed for graduation.

Calculation of Grade Point Average

Grade point average (GPA) is calculated by:

1. multiplying the grade points associated with the grade earned by the credit hours for each course
2. totaling the points earned for all courses
3. dividing the total points earned by the total number of credits attempted

Example of GPA Calculation

Course	Grade		Grade Points		Credit Hours		Total Points
ENGL 1010	B	=	3	x	3	=	9
MATH 1012	C	=	2	x	3	=	6
COMP 1000	A	=	4	x	3	=	12
Total Number of Credits Attempted....					**9**		
Total Points Earned for All Courses.....							**27**

$$\textbf{Grade Point Average} = \frac{\text{Total Points Earned for All Courses}}{\text{Total Number of Credits Attempted}} = \frac{27}{9} = \textbf{3.00}$$

Grade Appeals

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the procedure 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.

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. CGTC 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 CGTC employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this procedure.

Procedure

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 guidelines outlined below.

1. Appeals should be addressed in writing, using the Request for Appeal Form. This form is available online at **www.centralgatech.edu/academics** or from the Academic Affairs Office on any campus. Once completed and submitted to The Office of Academic Affairs, the appeal will be forwarded to the appropriate program 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 Academic Affairs Office.

2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the Academic Affairs Appeal Committee. 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 Academic Affairs Appeal Committee 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.

Communication of the results of the appeal will be provided to the student through their student 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 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.

ACADEMIC STANDING AND PROGRESS

Academic Standing

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. Academic standing determinations are made at the end of each semester.

Academic Warning

A student who earns a cumulative grade point average below a 2.00 will be placed on academic warning the next semester of enrollment. To move from academic warning to good standing, a student must earn a cumulative grade point average of 2.0 or higher during the next semester of enrollment.

Academic Probation

A student who earns a cumulative grade point average below a 2.00 while enrolled on academic warning will be placed on academic probation for the next semester of enrollment. To move from academic probation to good standing, a student must earn a cumulative grade point average of 2.0 or higher during the next semester of enrollment.

Academic Suspension

A student who earns a cumulative grade point average below a 2.00 while enrolled on academic probation will be suspended and is not eligible to enroll in classes for one semester. To be allowed to re-enroll while on academic suspension, a student must contact the Office of Academic Affairs after the one-semester suspension to request registration reinstatement. Students on academic suspension who have demonstrated successful academic performance in their most recent enrolled term will be allowed to enroll.

Students who can demonstrate extenuating circumstances affecting academic performance have the right to appeal the suspension to the Vice President for Academic Affairs to request registration reinstatement for the suspended term.

Honor Rolls

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 grade point average of 4.0
- Have an earned course load of at least 12 credit hours for the semester
- Earn a work ethics grade of 2 or higher for each course in which a work ethics grade is assigned

Learning support courses are not included in the credit hour or GPA calculation.

Academic Honor Roll

The Academic Honor Roll is compiled each term. To qualify, students must:

- Be in good academic standing
- Attain a semester grade point average of 3.5 or higher
- Earn a work ethics grade of 2 or higher for each course in which a work ethics grade is assigned

It is not necessary for a student to be enrolled full-time in order to be placed on the Academic Honor Roll. Learning support courses are not included in the credit hour or GPA calculation.

ACADEMIC POLICIES

Academic Misconduct

CGTC considers academic integrity an integral part of the learning environment and integrity of the College. Please reference the Student Code of Conduct and Student Discipline sections for definitions of academic misconduct and the disciplinary sanctions for students who are found in violation.

Academic Reinstatement

To be reinstated following the dismissal or suspension period, a student must submit a readmission application to the Admissions Office 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. Students enrolled in competitive Health Science programs should refer to the specific academic requirements for the specific program of study.

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 (AP) 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. All exemption exams require a fee and/or specific testing materials. Please refer to CGTC's Prior Learning Assessment (PLA) handbook for more information.

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. Students exempting coursework must meet CGTC's minimum residency requirements as defined in the catalog 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

Attendance

The educational programs at CGTC reflect the requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and on time for work each day. In order to best prepare students for the workforce, CGTC expects each student to be present, on time, and academically engaged in all classes. Students should enroll only in classes that they can reasonably expect to attend on a regular basis.

The College works with students to make accommodations for documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered processes which require the attendance of the student. Students absent from class for any reason are still responsible for all work missed.

Each academic program, with the Dean's approval, has the right to develop reasonable attendance policies appropriate to the type, delivery method, and frequency of class meetings and in accordance with the rules of respective licensure boards and/or accrediting agencies; to communicate the policies to students clearly via the course syllabi; and to apply the policies fairly and consistently to all enrolled students.

Enrollment verification is required each semester before financial aid funds are disbursed. To verify enrollment, class attendance will be monitored for the first seven (7) calendar days of each term. To remain on the class roster, all enrolled students are required to attend at least one class session during the first seven calendar days of each term. For online courses, a student must complete an assignment within the first seven calendar days of the term to remain enrolled in the course; logging into the course does not establish enrollment. Students who do not establish enrollment by attending class or completing an assignment will be reported as a 'no-show' and administratively removed from the roster. A student's aid amount and account balance will be adjusted based on changes in enrollment prior to the College Pell Recalculation date (PRD).

Drop/Add Period (No Harm, No Foul)

The drop/add period is the first three instructional days of the term and is considered a no harm/no foul period. (Please reference the college calendar online for exact dates.) Students may change their schedules without academic penalty during the drop/add period each term by utilizing their secure Titan Experience account. Dropping or adding a class during this period may affect financial aid awards and student account balances. Every student is encouraged to check with Financial Aid before completing the drop/add process.

No-Show Policy

The definition of a "no-show" is a student who is registered for a class and does not attend at least one class session or does not materially participate (i.e., submit an assignment) in the online learning environment during the first seven calendar days of the term. Any student reported as a "no-show" by an instructor will be administratively removed from that class and may not be eligible for reinstatement in the current semester.

Students have three business days following the no-show date to request to be reinstated. Please refer to the College calendar to reference the no show date for each term. To be reinstated in any course, students must demonstrate attendance or engagement in academically related activity in the course to be considered for reinstatement. Logging into BlackBoard or the course website is not considered academically related activity. No-shows can affect financial aid amounts and eligibility for the term.

Withdrawal from a Course or All Courses

Registered students must complete the class requirements or officially withdraw prior to the published deadline for the mini-mester (Session 1 or Session 2) or full semester in order to avoid academic and financial penalties. It is the student's responsibility to officially withdraw from classes; neither instructors, nor college administrators will initiate the withdrawal process.

Students may withdraw from one or more classes without academic penalty up through the 60% point of the term (Refer to the College calendar for official dates). After the published deadline for the 60% point, student-initiated withdrawals will not be allowed.

Student Official Withdrawal

Students who wish to withdraw from one or more courses must submit an electronic course withdrawal form in Titan Experience (after logging in, find the Student Forms card, then click the Withdraw from Class form link).

If a withdrawal request is received within the first three instructional days of the term, this is considered a drop and no academic or financial penalties will be incurred. If dropping a course reduces a student's number of enrolled hours, the amount of aid received for that term could be affected. Students who officially withdraw from a course after the drop/add period will receive a grade of "W" up through the 60% point of the term and will not receive any refund for course tuition or fees. The date of the submission of the electronic withdrawal form will be considered the student's official last date of attendance.

Withdrawals from a class, or classes, may have a negative effect on academic standing, satisfactory academic progress (SAP), financial aid, program progression, and the student's account balance. Students are advised to speak with a financial aid representative and their academic advisor prior to making a withdrawal decision.

Student-initiated withdrawals will not be processed after the published Withdrawal/60% deadline. The student remains on the roster and receives the course grade earned. If a student does not initiate the withdrawal process for a course(s), the student remains on the roster and receives the course grade earned. Abandoning a course instead of following official withdrawal procedures may result in a failing course grade with a work ethics grade of 0 and may result in financial aid adjustments to the student's account.

Failing grades negatively impact a student's completion rate and GPA and may affect a student's ability to receive financial aid in future terms.

Sequentially Dependent Courses

Some academic programs require the completion of sequentially dependent courses during a full academic term.

For example, during a 15-week semester, a student is registered for Course A (weeks 1-3); Course B (weeks 4-8); Course C (weeks 9-15). Satisfactorily passing a course with a grade of C or better is a requirement to start course B, and passing course B with a grad of C or better is a requirement to start Course C, and so on.

Students who enroll in a set of sequentially dependent courses are considered enrolled in all of the courses at the beginning of the academic term. Students who are not successful in passing preceding required courses cannot start the subsequent courses and will receive a Withdrawal (W) grade in the remaining courses. Extenuating circumstances affecting a student's progression through sequentially dependent courses will also result in a grade of W for courses which cannot be completed.

In the above example, if a student does not receive a passing grade or withdraws from Course A, he or she will receive a final grade of W in Courses B and C. W grades will not affect a student's GPA, but will negatively impact a students' satisfactory academic progress. Satisfactory Academic Progress (SAP) is a a factor in determining a student's eligibility for financial aid. No refunds of tuition or fees will be processed for students who are withdrawn from sequentially dependent courses due to an unsuccessful attempt in a preceding required course. If a student fully withdraws from all courses in a single semester, it is possible that the student will have an outstanding balance on his or her account.

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 and an audit grade may not be changed later to a credit grade. Students auditing a course(s) must pay the regular tuition and fees and attend class observing all academic policies and procedures. Approval to audit a course must be obtained from the Director for Enrollment Services 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

CGTC 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 admissions guidelines for transfer students. For courses taken at CGTC, unless otherwise stated, the following time limits apply:

Course Description	Time Limit*
Computer Information Systems (all CIST courses)	5 years
All other occupational courses (including COMP 1000)	10 years
General education courses	Do not expire

** Exceptions to course expiration time limits include time limits as published for competitive health program selection.*

Expired courses must be retaken or, if applicable, exempted through Credit by Examination. 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 fewer than 12 credit hours per semester are considered to be part-time. Most programs will require registering for a minimum of 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 additional courses. Overload approval may be granted 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. Exceptions may be granted at the Dean's level or above for course overloads due to accelerated, block, and/or mini-mester scheduling. Other exceptions must be requested through the Academic Appeal process.

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 requirements for all courses offered. In addition, other requirements for taking each course, and program admission requirements, are identified. 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.

Curriculum Changes

CGTC is continuously updating and modifying instructional programs to stay abreast of the rapidly changing technologies in business and industry. Therefore, 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. 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.

Majors/Programs

Declaration of a Major

Students are required to declare a major 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. All requirements for each selected programs, as listed in the catalog, must be satisfied in order for a student to receive both awards.

Change in Major/Program

Students wishing to change their major must submit a Change Program form through Titan Experience. Students should consult with a program advisor and financial aid prior to changing their major in order to ensure they are making the best decision. 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. Students who have completed or graduated from a program and wish to enroll in another major must complete a readmission application in the Admissions Office. 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 CGTC catalog. Regulations contained in both documents are set forth to guide students in their daily activities while at CGTC.

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, as well as the CGTC Code of Conduct. Failure to meet any of these guidelines may result in a failing grade or withdrawal from the work experience.

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 are the responsibility of the student.

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.

Repeating a Course

To meet academic requirements, a student may be required to repeat a course. Under faculty advisor guidance, students may also choose to repeat a course to improve their background in a subject area, raise their GPA for graduation, better position themselves for competitive program selection, or to ensure transferability of courses completed. Students should note that Financial Aid may not cover repeated attempts and are encouraged to contact a Financial Aid Office representative for more information on eligibility. A student who unsuccessfully attempts a course two times should be early alerted to the TEAMS Outreach Center and referred to the Academic Success Center for additional academic support.

Academic Programs

ACADEMIC PROGRAMS

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, and Industry; Business and Computer Technologies; General Education; Health Sciences; Public Safety and Professional Services.

Associate Degree Programs

An Associate of Applied Science (AAS) may be earned at CGTC in specified credit programs, as approved by the Technical College System of Georgia. The degree is a two-year program designed to prepare students for immediate entry into the workforce. Unlike transfer-focused degrees, the AAS emphasizes hands-on training and practical skills in a specific career field. The curriculum combines general education courses—like communication, math, and social sciences—with specialized courses and labs tailored to industry needs. Many AAS programs also include internships or cooperative work experiences to give students real-world practice.

An Associate of Science (AS) degree may be earned at CGTC in specified credit programs, as approved by the Technical College System of Georgia. The degree is a two-year program that focuses on building a strong academic foundation in general education core courses, while also preparing students to transfer into a four-year bachelor's degree program. The AS is designed for students who plan to continue their education at a university. Coursework typically includes subjects such as biology, chemistry, physics, mathematics, and social sciences, along with electives that align with a student's intended major and ensures a smooth transition to advanced study while providing a solid academic foundation.

Diploma Programs

Diploma programs are offered on a credit-hour basis; these programs vary in length from 37 to 59 credit hours. Some programs may exceed 59 credit hours to meet professional credentialing or licensure or by official exception of the State Board of the Technical College System of Georgia.

Technical Certificate Programs

Technical certificates of credit (TCC) are a coherent grouping of courses taken from any state approved postsecondary standard curriculum. The technical certificate program must be at least three semester credit hours in length and may not exceed 36 semester credit hours.

CGTC offers certificate of credit programs organized as a coherent set of competencies that correspond to identifiable exit points, which match positions in a field of work, and the credential issued as a technical certificate will describe this area of specialization by a name, which is clearly descriptive of the area of specialization.

The technical certificate may be used to provide programs in areas of specialization that do not require study of sufficient length to award a diploma or degree or to add on areas of specialization after the completion of a diploma or degree. TCCs may require any combination of general education and occupational courses, specific occupational courses, or approved elective courses. Most TCC programs are terminal and lead to employment; some TCC programs provide for embedded occupational courses that lead to employment or diploma and Associate degrees. A student may earn an embedded TCC within their program if all course requirements for the TCC are met.

GA Online Learning and Development

Georgia Online Learning & Development (GOLD) is comprised of contributing postsecondary technical colleges. The GOLD members work together to create courses and programs delivered via online and/or blended learning. With approval from CGTC, students can enroll and complete online courses at other TCSG colleges as transient students.
Students can also complete courses through TCSG Connect. TCSG Connect is a part of GOLD and allows students to register for courses shared between participating technical colleges without requiring students to enroll as a transient student.

Online and Blended/Hybrid Courses

CGTC offers a wide range of online courses that use the Internet to deliver online learning that is independent of time and location. Some online courses require campus visits for exams and/or hands-on labs and some require proctored assignments. Students enrolled in online or blended/hybrid courses must adhere to all policies and procedures set forth by the College. Students may not share login credentials (i.e., usernames, student ID numbers, passwords, etc.) for any online course system with anyone. Violations to this procedure will fall under the College's Code of Conduct rules. For more information on distance education, including online student resources, FAQs, online orientation information, contacts, and a link to the CGTC help desk, visit **www.centralgatech.edu/online-classes**.

General Education Core Courses

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 General Education Core Courses. The General Core within each degree and diploma 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.

Associate Degree

Each associate degree program of study contains a minimum of 15 semester credit hours in general education courses comprised of coursework from areas: Area I – Language Arts/Communication, Area II – Social and Behavioral Sciences, Area III – Natural Sciences, Mathematics and Area IV – Humanities/Fine Arts.

Area I - Language Arts/Communications

COMM 1100	Human Communication	3
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
ENGL 1105	Workplace and Technical Communications	3
SPCH 1101	Public Speaking	3

Area II - Social/Behavioral Sciences

ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1100	Perspectives of the Human Mind	4
PSYC 1101	Introduction to Psychology	3
PSYC 2101	Psychology of Adjustment	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SOCI 1101	Introduction to Sociology	3
SOCI 1160	Introduction to Social Problems	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 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	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

Area IV - Humanities/Fine Arts

ARTS 1101	Arts Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3
SPAN 1101	Introduction to Spanish Language and Culture I	3
SPAN 1102	Introduction to Spanish Language and Culture II	3

Note: *Some courses may be required in the occupational area of a program and may not be used in the specified area as listed above.*

Diploma

Each diploma program is comprised of general education core courses and occupational courses which provide students with a foundation in basic skills.

COLL 1000	College Success and Survival Skills	2
COLL 1500	College Success	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	General Mathematics	3
PSYC 1010	Basic Psychology	3

Institutional Options

**May be applied to diploma and degree programs where applicable.*

EDUC 2000	Written and Verbal Communications for Teachers	3
COMP 1000	Introduction to Computer Literacy	3
COLL 1500	College Success	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Students enrolled in a diploma program may take degree-level course work to fulfill general core requirements if deemed eligible based on multiple measure placement standards. This coursework may be covered by state or federal financial aid depending on the student's individual aid eligibility. By choosing the degree-level alternative, students can avoid repeating similar coursework and reduce time to completion for an associate degree. In order to complete a degree, diploma-level completers can request a program change to a degree-level program to complete electives for Areas II, IV, and other courses as required by the student's program.

Qualified Students may substitute an associate-level course listed in the General Education diploma/degree table.

DIPLOMA-LEVEL COURSE	DEGREE-LEVEL ALTERNATIVE
ENGL 1010 – Fundamentals of English I	ENGL 1101 – Composition and Rhetoric
MATH 1011 – Business Mathematics	MATH 1103 – Quantitative Skills and Reasoning
MATH 1012 – Foundations of Mathematics	Any MATH 11xx associate course
MATH 1013 – Algebraic Concepts	MATH 1111 – College Algebra
PSYC 1010 – Basic Psychology	PSYC 1101 – Introductory Psychology

Learning Support

Learning Support courses provide 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

ENGL 0098	English III	3
MATH 0098	Elementary Algebra	3

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.

Study Abroad

CGTC's Office of Global Initiatives offers students the opportunity to travel abroad, become immersed in cultural history, participate in guided tours, and earn college credit.

Qualified students, other than those enrolled in the Dual Enrollment program, may participate in programs such as: International Business and Logistics Management in Brazil; Health Sciences Service Learning in St. Vincent and the Grenadines; and Humanities in Ireland. Scholarship opportunities are available. For complete information, including, cost and eligibility requirements please visit **www.centralgatech.edu/global**.

Students enrolled in CGTC's Dual Enrollment program may participate in the study abroad trip to Ireland, offered in partnership with The Institute of Study Abroad Ireland. Students will be immersed in the vast cultural history of Ireland and participate in guided tours through museums, castles and more. For complete information, including cost and eligibility requirements, please visit **www.centralgatech.edu/global/ireland**.

Program & Course Transfer

CGTC 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.

An articulation agreement is a formal agreement to transfer credits from one educational institution or system to another. CGTC graduates can take advantage of several local and state-wide articulation agreements to minimize repeating coursework and to facilitate a smooth transfer of earned credits into a four-year college or university. *

**Other colleges and universities, both within Georgia and outside the state, may accept transfer credit from Central Georgia Technical College. Students interested in transferring should contact the receiving institution to determine transferability of a particular course or program.*

Complete information regarding CGTC's articulation and transfer agreements is available online at **www.centralgatech.edu/articulation** or by contacting the Registrar's Office at **registraroffice@centralgatech.edu** or calling (478) 757-5294.

Aerospace, Trade, and Industry

Air Conditioning Technology

Aircraft Structural Technology

Automation Technology

Automotive Collision Repair

Automotive Technology

Aviation Maintenance

Carpentry

Commercial Truck Driving

Construction Management Technology

Diesel Equipment Technology

Electrical Systems Technology

Electronics Technology

Engineering Technology

Mechatronics Technology

Metrology

Plumbing

Precision Machining and Manufacturing

Welding and Joining Technology

AIR CONDITIONING TECHNOLOGY

AIR CONDITIONING TECHNOLOGY (ACT2)
Diploma

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 have the qualification of an air conditioning technician.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		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 Computer Literacy	3
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4
AIRC 1060	Air Conditioning 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

Prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins VECTR | Dual Enrollment

		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**

AIR CONDITIONING TECHNICIAN ASSISTANT (AZ31)
Technical Certificate of Credit

This certificate offers courses designed to prepare students for refrigeration assistant positions within the HVAC industry. Topics include refrigeration fundamentals, refrigerator principles and practices, and system components.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins VECTR | GDC

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

RESIDENTIAL AIR CONDITIONING TECHNICIAN (RA21)
Technical Certificate of Credit

Prepares students for entry-level positions in the maintenance and repair of residential air conditioning systems.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		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**

AIRCRAFT STRUCTURAL TECHNOLOGY

AIRCRAFT STRUCTURAL TECHNOLOGY (AST2)
Diploma

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 are qualified as aircraft structural specialists.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	ATC/Middle GA Regional Airport

		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		**40**
ASTT 1011	Basic Blueprint Reading	3
ASTT 1020	Aircraft Blueprint Reading	3
ASTT 1030	Structural Fundamentals	6
ASTT 1041	Structural Layout and Fabrication	7
ASTT 1051	Aerospace Quality Management	2
ASTT 1070	Aerodynamics	2
ASTT 1091	Composites and Bonded Structures	6
ASTT 1111	Corrosion Control	4
ASTT 1120	Aircraft Metallurgy	4
ASTT 1180	Aircraft Technical Publications	3
	Total Hours	**48**

AIRCRAFT ASSEMBLY TECHNICIAN I (AA61)
Technical Certificate of Credit

Provides technical training to existing industry and individuals interested in obtaining aircraft structural assembly skills, and results from industry requesting new personnel with the skills addressed in the aircraft structural courses included in this program. 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.

Education Requirements

Admission:	None
Graduation:	None
Placement Measure:	Entry-Level Workforce Certificate
Minimum Age:	TCSG Standard
Location(s) Offered:	ATC/Middle GA Regional Airport Dual Enrollment

		Credit Hours
ASTT 1011	Basic Blueprint Reading	3
ASTT 1020	Aircraft Blueprint Reading	3
or ASTT 1070	Aerodynamics	(2)
ASTT 1030	Structural Fundamentals	6
	Minimum Total Hours	**11**

AIRCRAFT ASSEMBLY TECHNICIAN II (AR71)
Technical Certificate of Credit

The Aircraft Assembly Technician II certificate program will provide additional 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.

Education Requirements

Admission:	None
Graduation:	None
Placement Measure:	Entry-Level Workforce Certificate
Minimum Age:	TCSG Standard
Location(s) Offered:	ATC/Middle GA Regional Airport Dual Enrollment

		Credit Hours
Please select a course not taken in AA61		
ASTT 1020	Aircraft Blueprint Reading	3
or ASTT 1070	Aerodynamics	(2)
ASTT 1041	Structural Layout and Fabrication	7
ASTT 1091	Composites and Bonded Structures	6
	Minimum Total Hours	**15**

AIRCRAFT COMPOSITES TECHNICIAN (AT71)
Technical Certificate of Credit

The Aircraft Composites 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Entry-Level Workforce Certificate
Minimum Age:	TCSG Standard
Location(s) Offered:	ATC/Middle GA Regional Airport Dual Enrollment

		Credit Hours
ASTT 1011	Basic Blueprint Reading	3
ASTT 1030	Structural Fundamentals	6
ASTT 1091	Composites and Bonded Structures	6
	Minimum Total Hours	**15**

AUTOMATION TECHNOLOGY

AUTOMATION TECHNOLOGY (IS13)

Associate Degree

Prepares students 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Warner Robins

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(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**
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
IDSY 1111	Industrial Wiring	4
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
XXXX xxxx	Occupationally-Related Electives	11

Occupationally-Related Electives:

IDSY XXXX	Industrial Fundamentals Elective**
AIRC XXXX	Air Conditioning Technology Elective**
AUMF XXXX	Automated Manufacturing Technology Elective**
ELCR XXXX	Electronics Technology Elective**
MCHT XXXX	Machine Tool Elective**
WELD XXXX	Welding Elective**
ENGT 2500	Engineering Internship 3

Total Hours 63

***Students may take any course except those specifically excluded or those required by the program*

INSTRUMENTATION AND CONTROLS TECHNICIAN (IA13)

Associate 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	18
Location(s) Offered:	Macon

		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 1101	Mathematical Modeling	3
or MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
HUMN 1101	Introduction to Humanities	3
or ARTS 1101	Art Appreciation	(3)
XXXX xxxx	General Education Core Elective (Areas I-IV)	3
Occupational Courses		**52**
ICET 2040	Fundamentals of Pressure, Temperature, and Flow	5
ICET 2060	Instrumentation Maintenance and Calibration	5
ICET 2080	Final Control Elements	4
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
IDSY 2000	PLC I	4
IDSY 1230	Instrumentation	4
IDSY 2750	Human Machine Interface	4
IDSY 2800	Advanced Process Control	4
IDSY 2830	Networking Industrial Equipment	4
IDSY 2850	Industrial Graphical Communication	4
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
	Total Hours	**67**

AUTOMATION TECHNOLOGY (IST4)

Diploma

Prepares students 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 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 are qualified for employment as industrial electricians or industrial systems technicians.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1013	Algebraic Concepts	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**38**
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 1111	Industrial Wiring	4
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
XXXX xxxx	Occupationally-Related Electives	9

Occupationally-Related Electives:

IDSY XXXX	Industrial Fundamentals Elective**	
AIRC XXXX	Air Conditioning Technology Elective**	
AUMF XXXX	Automated Manufacturing Technology Elective**	
ELCR XXXX	Electronics Technology Elective**	
MCHT XXXX	Machine Tool Elective**	
WELD XXXX	Welding Elective**	
ENGT 2500	Engineering Internship	3
	Total Hours	**46**

***Students may take any course except those specifically excluded or those required by the program*

ELECTRICAL CONTROL SYSTEMS (EC22)

Diploma

Prepares 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 are qualified for employment as industrial electricians or industrial control technicians.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		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
or MATH 1012	Foundations of Mathematics	(3)
Occupational Courses		**36**
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
IDSY 1111	Industrial Wiring	4
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
IDSY 1230	Instrumentation	4
XXXX xxxx	Occupationally-Related Electives	6

Occupationally-Related Electives:

IDSY XXXX	Industrial Fundamentals Elective**	
AIRC XXXX	Air Conditioning Technology Elective**	
AUMF XXXX	Automated Manufacturing Technology Elective**	
ELCR XXXX	Electronics Technology Elective**	
MCHT XXXX	Machine Tool Elective**	
WELD XXXX	Welding Elective**	
ENGT 2500	Engineering Internship	3
	Total Hours	**44**

***Students may take any course except those specifically excluded or those required by the program*

INDUSTRIAL MECHANICAL SYSTEMS (IMS2)

Diploma

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 are qualified for employment as an industrial maintenance mechanic.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		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
or MATH 1013	Algebraic Concepts	(3)
Occupational Courses		**43**
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
IDSY 1020	Print Reading and Problem Solving	3
IDSY 1112	Motor Controls I	4
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
IDSY 1240	Maintenance for Reliability	4
XXXX xxxx	Occupationally-Related Electives	11

Occupationally-Related Electives:

IDSY XXXX	Industrial Fundamentals Elective**
AIRC XXXX	Air Conditioning Technology Elective**
AUMF XXXX	Automated Manufacturing Technology Elective**
ELCR XXXX	Electronics Technology Elective**
MCHT XXXX	Machine Tool Elective**
WELD XXXX	Welding Elective**
ENGT 2500	Engineering Internship 3

Total Hours 51

***Students may take any course except those specifically excluded or those required by the program*

AI-ENHANCED ROBOTIC MANUFACTURING SPECIALIST (AE81)

Technical Certificate of Credit

This program allows students to enhance their automated manufacturing skills by learning basic robotic concepts, fundamentals of cyber-physical systems, basics of artificial intelligence in the manufacturing environment, principles of programmable logic controllers, and basics in machine vision technology.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: VECTR

		Credit Hours
AUMF 1100	Introduction to Cyber-Physical Systems	2
IDSY 2000	PLC I	4
or AUMF 1120	Programmable Controllers	(5)
or ELTR 1220	Industrial PLCs	(4)
AUMF 1150	Introduction to Robotics	3
AUMF 1300	Artificial Intelligence in Manufacturing	2
AUMF 1500	Machine Vision Fundamentals	3
AUMF 1580	Automated Manufacturing Skills	3

Minimum Total Hours 17

AUTOMATION AND ROBOTICS TECHNOLOGY I (EM81)

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 1111	Industrial Wiring	4
or IDSY 1005	Introduction to Mechatronics	(4)
or MGMT 1115	Leadership	(3)

Total Hours 17

CERTIFIED MANUFACTURING SPECIALIST (CM51)
Technical Certificate of Credit

Prepares students for entry-level employment in a manufacturing environment. Topics include organization principles, workplace skills, manufacturing production, automated manufacturing skills, and representative manufacturing skills.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: VECTR

		Credit Hours
AUMF 1520	Manufacturing Organizational Principles	1
AUMF 1540	Manufacturing Workforce Skills	2
AUMF 1560	Manufacturing Production Requirements	1
AUMF 1580	Automated Manufacturing Skills	3
AUMF 1660	Representative Manufacturing Skills	4
	Total Hours	**11**

INDUSTRIAL ELECTRICIAN (IE41)
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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | VECTR | Dual Enrollment

		Credit Hours
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
IDSY 1111	Industrial Wiring	4
	Total Hours	**10**

INDUSTRIAL FLUID POWER TECHNICIAN (IF11)
Technical Certificate of Credit

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
	Total Hours	**11**

INDUSTRIAL MAINTENANCE ASSISTANT (IM11)
Technical Certificate of Credit

Provides students with the opportunity to enter the workforce area of industry specialized in areas of industrial mechanical, hydraulic, and pneumatic systems.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
IDFC 1007	Industrial Safety Procedures	2
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
	Total Hours	**13**

INDUSTRIAL MOTOR CONTROL TECHNICIAN (IM41)
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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce Certificate
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | VECTR

		Credit Hours
IDSY 1111	Industrial Wiring	4
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
	Total Hours	**12**

INSTRUMENTATION AND CONTROLS TECHNICIAN I (IA31)

Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon

		Credit Hours
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
IDSY 2000	PLC I	4
IDSY 1230	Instrumentation	4
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit analysis	(3)
	Total Hours	**22**

INTRODUCTION TO MOTOR CONTROLS (IT61)

Technical Certificate of Credit

The Introduction to Motor Controls technical certificate provides hands-on experience for students. This embedded certificate allows for a seamless pathway for students interested in the Industrial Systems Technology profession.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
IDFC 1007	Industrial Safety Procedures	2
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
	Total Hours	**10**

MECHANICAL MAINTENANCE TECHNICIAN (MM31)

Technical Certificate of Credit

Provides instruction in industrial mechanical and machine tool disciplines. Graduates are qualified for employment in commercial and industrial industries.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
IDSY 1171	Industrial Mechanics	4
IDSY 1181	Fluid Power Systems	4
IDSY 1191	Pumps and Piping Systems	3
MCHT 1011	Introduction to the Machine Tool	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1330	Metal Welding and Cutting Techniques	2
	Total Hours	**29**

PROGRAMMABLE CONTROL TECHNICIAN (PC81)

Technical Certificate of Credit

Offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
	Total Hours	**12**

RESIDENTIAL/INDUSTRIAL WIRING TECHNICIAN (RW41)

Technical Certificate of Credit

Trains 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
IDSY 1111	Industrial Wiring	4
IDSY 1112	Motor Controls I	4
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
	Total Hours	**14**

AUTOMOTIVE COLLISION REPAIR

AUTOMOTIVE COLLISION REPAIR (ACR2)

Diploma

Prepares 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 automotive painting and refinishing. Program graduates are qualified as painting and refinishing technicians.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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		**20**
COMP 1000	Introduction to Computer Literacy	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
Refinishing Specialization (8RS2)		*12*
ACRP 2001	Introduction to Auto Painting and Refinishing	5
ACRP 2002	Painting and Refinishing Techniques	5
ACRP 2009	Refinishing Internship	2
or ACRP 2108	Refinishing Internship I	(1)
and ACRP 2109	Refinishing Internship II	(1)
	Minimum Total Hours	**40**

AUTOMOTIVE COLLISION REPAIR ASSISTANT I (AB51)

Technical Certificate of Credit

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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
	Total Hours	**12**

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE FUNDAMENTALS (AF12)
Diploma

Prepares 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 are qualified as entry-level technicians.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		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		**32**
COMP 1000	Introduction to Computer Literacy	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 1022	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
	Minimum Total Hours	**40**

AUTOMOTIVE TECHNOLOGY (AT14)
Diploma

Prepares 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 are qualified as well rounded entry-level technicians.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		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 Computer Literacy	3
AUTT 1010	Automotive Technology Introduction	2
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 1040	Automotive Engine Performance	7
or AUTT 1022	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
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
	Minimum Total Hours	**55**

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST (ASG1)

Technical Certificate of Credit

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Dual Enrollment

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
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 CLIMATE CONTROL TECHNICIAN (AH21)

Technical Certificate of Credit

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce Certificate
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

Credit		Hours
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
or AUTT 1021	Automotive Electrical Systems I	(4)
and AUTT 1022	Automotive Electrical Systems II	(3)
AUTT 1060	Automotive Climate Control Systems	5
	Total Hours	**14**

AUTOMOTIVE ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN (AE41)

Technical Certificate of Credit

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins | Dual Enrollment

Credit		Hours
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
or AUTT 1021	Automotive Electrical Systems I	(4)
and AUTT 1022	Automotive Electrical Systems II	(3)
	Total Hours	**9**

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN (AE51)

Technical Certificate of Credit

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		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 1022	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

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		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 MAINTENANCE AND LIGHT REPAIR TECHNICIAN (ALR1)

Technical Certificate of Credit

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 program will be able to pursue master level auto knowledge in the automotive technology diploma program.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		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

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
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**

ELECTRICAL VEHICLE PROFESSIONAL (EVP1)

Technical Certificate of Credit

The Electric Vehicle Professional TCC was designed in conjunction with Hyundai subject matter experts to provide students with the knowledge and skill to prepare them for entry level employment in the electrical vehicle production industry. Emphasis is placed on safe and effective automotive shop operations, automotive electrical principles, and operation and service procedures for EV and Hybrid vehicles. This certificate prepares the student to enter into the electrical vehicle production industry with basic knowledge.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville Warner Robins | Dual Enrollment

		Credit Hours
AUTT 1010	Automotive Technology Introduction	2
AUTT 1015	Automotive Electrical Principles	3
AUTT 2105	Introduction to EV/Hybrid Vehicles and Safety Protocols	3
	Total Hours	**8**

HYBRID/ELECTRICAL VEHICLE REPAIR TECHNICIAN (HVR1)

Technical Certificate of Credit

The Hybrid/Electric Vehicle Repair Technician TCC is designed to prepare experienced automotive technicians to service, diagnose, and repair hybrid or fully electric vehicles in a general repair shop. The program emphasizes hybrid/electrical vehicle operation and systems diagnosis and repairs. Emphasis on personal and overall shop safety with high voltage batteries will be addressed. Graduates will be able to obtain industry certification in the Hybrid/Electric Vehicle area.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 19
Location(s) Offered: Milledgeville

		Credit Hours
AUTT 1040	Automotive Engine Performance	7
AUTT 2200	EV/Hybrid Vehicles Introduction and Safety Protocols	3
AUTT 2205	EV/Hybrid Vehicle Batteries & Powertrains	3
AUTT 2210	EV/Hybrid Vehicle Battery and Powertrain Service	3
AUTT 2105	EV/Hybrid Vehicle Body, Chassis, HVAC, and Support Systems	3
	Total Hours	**19**

AVIATION MAINTENANCE

AVIATION MAINTENANCE TECHNOLOGY (AM43)

Associate Degree

Provides 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.

New students may take AVMT occupational courses in summer and fall semester only.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	ATC/Middle GA Regional Airport

		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 1103	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		**81**
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity and Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Airframe Sheet Metal	4
AVMT 2026	Airframe Non-Metallic Structure	3
AVMT 2041	Airframe Assembly and Rigging	2
AVMT 2051	Airframe Inspection	4
AVMT 2061	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel and Instrument Systems	3
AVMT 2091	Aircraft Electrical Systems	5
AVMT 2096	Aircraft Communication and Navigation Systems	3
AVMT 2211	Reciprocating Engine Powerplants	4
AVMT 2231	Gas Turbine Powerplants	3
AVMT 2251	Aircraft Engine Inspection	2
AVMT 2261	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2271	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2276	Powerplant Ignition and Starting Systems	4
AVMT 2281	Aircraft Powerplant Accessory Systems	3
AVMT 2286	Aircraft Propeller Systems	3
	Minimum Total Hours	**96**

AVIATION MAINTENANCE TECHNOLOGY (AM34)

Diploma

Provides 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. CGTC is a FAA Part 147 Certificated School.

New students may take AVMT occupational courses in summer and fall semester only.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	ATC/Middle GA Regional Airport

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1013	Algebraic Concepts	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1111	College Algebra	(3)
Occupational Courses		**81**
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity and Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Airframe Sheet Metal	4
AVMT 2026	Airframe Non-Metallic Structure	3
AVMT 2041	Airframe Assembly and Rigging	2
AVMT 2051	Airframe Inspection	4
AVMT 2061	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel and Instrument Systems	3
AVMT 2091	Aircraft Electrical Systems	5
AVMT 2096	Aircraft Communication and Navigation Systems	3
AVMT 2211	Reciprocating Engine Powerplants	4
AVMT 2231	Gas Turbine Powerplants	3

AVMT 2251	Aircraft Engine Inspection	2
AVMT 2261	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2271	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2276	Powerplant Ignition and Starting Systems	4
AVMT 2281	Aircraft Powerplant Accessory Systems	3
AVMT 2286	Aircraft Propeller Systems	3
	Total Hours	**89**

AVIATION MAINTENANCE TECHNICIAN (AM24)

Technical Certificate of Credit

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. CGTC is a FAA Part 147 Certificated School.

New students may take AVMT occupational courses in summer and fall semester only.

*FAA mandated curriculum changes will be implemented for all AVMT students effective Fall semester 202312. For questions concerning this process, contact the Aviation Maintenance faculty advisor.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: ATC/Middle GA Regional Airport

		Credit Hours
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity and Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Airframe Sheet Metal	4
AVMT 2026	Airframe Non-Metallic Structure	3
AVMT 2041	Airframe Assembly and Rigging	2
AVMT 2051	Airframe Inspection	4
AVMT 2061	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel and Instrument Systems	3
AVMT 2091	Aircraft Electrical Systems	5
AVMT 2096	Aircraft Communication and Navigation Systems	3
AVMT 2211	Reciprocating Engine Powerplants	4
AVMT 2231	Gas Turbine Powerplants	3
AVMT 2251	Aircraft Engine Inspection	2
AVMT 2261	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2271	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2276	Powerplant Ignition and Starting Systems	4
AVMT 2281	Aircraft Powerplant Accessory Systems	3
AVMT 2286	Aircraft Propeller Systems	3
	Total Hours	**81**

AVIATION MAINTENANCE TECHNICIAN – AIRFRAME (AMT1)

Technical Certificate of Credit

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. CGTC is a FAA Part 147 Certificated School.

New students may take AVMT occupational courses in summer and fall semester only.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: ATC/Middle GA Regional Airport

		Credit Hours
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity and Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2021	Airframe Sheet Metal	4
AVMT 2026	Airframe Non-Metallic Structure	3
AVMT 2041	Airframe Assembly and Rigging	2
AVMT 2051	Airframe Inspection	4
AVMT 2061	Airframe Hydraulic and Pneumatic Systems	2
AVMT 2071	Aircraft Landing Gear Systems	4
AVMT 2081	Aircraft Environmental Control Systems	3
AVMT 2086	Aircraft Fuel and Instrument Systems	3
AVMT 2091	Aircraft Electrical Systems	5
AVMT 2096	Aircraft Communication and Navigation Systems	3
	Total Hours	**54**

AVIATION MAINTENANCE TECHNICIAN – POWERPLANT (AM61)

Technical Certificate of Credit

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. CGTC is a FAA Part 147 Certificated School.

New students may take AVMT occupational courses in summer and fall semester only.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: ATC/Middle GA Regional Airport

		Credit Hours
AVMT 1001	Aviation Mathematics	2
AVMT 1011	Aircraft Maintenance Regulations	3
AVMT 1021	Aircraft Applied Sciences I	5
AVMT 1026	Aircraft Applied Sciences II	4
AVMT 1031	Aircraft Electricity and Electronics	5
AVMT 1211	Aviation Physics	2
AVMT 2211	Reciprocating Engine Powerplants	4
AVMT 2231	Gas Turbine Powerplants	3
AVMT 2251	Aircraft Engine Inspection	2
AVMT 2261	Aircraft Engine Fuel and Fuel Metering Systems	4
AVMT 2271	Powerplant Instruments, Fire Protection and Electrical Systems	3
AVMT 2276	Powerplant Ignition and Starting Systems	4
AVMT 2281	Aircraft Powerplant Accessory Systems	3
AVMT 2286	Aircraft Propeller Systems	3
	Total Hours	**48**

CARPENTRY

CARPENTRY (CT33)
Associate Degree

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 have the qualifications of an entry-level carpenter. The program uses National Center for Construction Education and Research (NCCER) curriculum, which delivers standardized training and credentialing for the industry.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon

		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 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(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		**45**
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
XXXX xxxx	Occupationally-Related Elective(s)	14
Occupationally-Related Electives:		
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CMTT 2020	Construction Drafting I	3
CMTT 2050	Residential Code Review	3
COMP 1000	Introduction to Computer Literacy	3
ECON 1101	Principles of Economics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
	Minimum Total Hours	**60**

CARPENTRY (CT22)
Diploma

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 have the qualifications of an entry-level carpenter. The program uses National Center for Construction Education and Research (NCCER) curriculum, which delivers standardized training and credentialing for the industry.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon

		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**
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
XXXX xxxx	Occupationally-Related Elective(s)	3
Occupationally-Related Electives:		
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CMTT 2020	Construction Drafting I	3
CMTT 2050	Residential Code Review	3
COMP 1000	Introduction to Computer Literacy	3
ECON 1101	Principles of Economics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
	Minimum Total Hours	**42**

ADVANCED CARPENTRY (AB71)
Technical Certificate of Credit

Continuing where the carpentry fundamentals certificate ends, this program introduces the student to the more technically advanced carpentry skills. Topics include introduction to the interior finishes and trim, door and window installation, steel framing, and stair finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates have the qualifications of an entry-level finish carpenter. The program uses National Center for Construction Education and Research (NCCER) curriculum which delivers standardized training and credentialing for the industry.

Conditional Program Admission: Student must be a graduate of the Carpentry Fundamentals (CF21) program or obtain advisor approval to enroll in this program.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
	Minimum Total Hours	**18**

CARPENTRY FUNDAMENTALS (CF21)
Technical Certificate of Credit

Introduces the student to the basic levels of carpentry skills. Topics include introduction to the trade, safety, hand and power tool usage, site layout, structural framing, building envelope systems, and exterior finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates have the qualifications of an entry-level framing carpenter. The program uses National Center for Construction Education and Research (NCCER) curriculum, which delivers standardized training and credentialing for the industry.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
	Total Hours	**13**

CARPENTRY TECHNOLOGY (CT31)
Technical Certificate of Credit

Prepares students for careers in the carpentry industry. Topics include all basic carpentry skills necessary for successful employment. Program graduates have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter. The program uses National Center for Construction Education and Research (NCCER) curriculum, which delivers standardized training and credentialing for the industry.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
XXXX xxxx	Occupational Elective	3

Occupationally-Related Electives:

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CMTT 2020	Construction Drafting I	3
CMTT 2050	Residential Code Review	3
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
	Total Hours	**34**

CERTIFIED CONSTRUCTION WORKER (CCW1)

Technical Certificate of Credit

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment | GDC

		Credit Hours
COFC 1011	Overview of Building Construction Practices and Materials	3
COFC 1020	Professional Tool Use and Safety	3
COFC 1050	Construction Print Reading Fundamentals	3
- OR -		
COFC 1080	Construction Trades Core	(4)
COFC 1030	Materials and Fasteners	(2)
COFC 1050	Construction Print Reading Fundamentals	(3)
	Minimum Total Hours	**9**

COMMERCIAL TRUCK DRIVING

Conditions for Admission: Prospective students should be advised that the FMCSA regulates commercial driver licensing and requires a DOT physical and drug test and a satisfactory MVR prior to the issuance of a commercial driver's license or learners permit, which is required prior to beginning in-the-truck training. Further, random drug testing is required during the course of the commercial driving program.

Acceptance to CGTC and acceptance into a commercial truck driving program are two separate and distinct processes. Acceptance to the College does not guarantee acceptance to a commercial truck driving program. Applicants are accepted to a commercial truck driving program on a first-come, first-served basis. Upon entrance to a commercial truck driving program, you must be 18 years of age, have a valid Georgia driver's license, and a Class A learner's permit. Program entrance requirements are included in the ***Commercial Truck Driving Programs*** **booklet**. The Federal Motor Carrier Safety Administration has established the standard for passing the Entry-Level Driver Training (ELDT) at 80 percent. This standard is achieved by satisfactory completion (80%) of CTDL 1010 at Central Georgia Technical College. Students achieving 80 percent or above will receive the grade of Satisfactory (S) and students achieving less than 80 percent will receive the grade of Unsatisfactory (U).

COMMERCIAL DRIVING - CLASS A (CT61)

Technical Certificate of Credit

The Commercial Driving – Class A certificate program provides basic training in the principles and skills of commercial truck operations. Safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. At the completion of the program, the student is administered the Georgia CDL Skills Exam for a Class A or Class A automatic restricted license.

Education Requirements

Admission:	DOT Physical and Class A Learner Permit
Graduation:	None
Placement Measure:	Entry-Level Workforce
Minimum Age:	18
Location(s) Offered:	Macon | Hawkinsville | Peach Putnam | VECTR

			Credit Hours
CTDL 1010		Fundamentals of Commercial Truck Driving	3
CTDL 1021		Combination Vehicle Basic Operation and Range Work	3
or	CTDL 1022	Commercial Driving Training Internship I	(3)
CTDL 1031		Combination Vehicle Advanced Operations	3
or	CTDL 1032	Commercial Driving Training Internship II	(3)
or	CTDL 1035	Combination Vehicle Advanced Operations/Automatic Restriction	(3)
		Total Hours	**9**

COMMERCIAL DRIVING - Class B (CSQ1)

Technical Certificate of Credit

The Commercial Driving – Class B certificate program provides basic training in the principles and skills of commercial class B vehicle driving operations. Through this program, students will obtain the necessary knowledge, skills, and attitudes to enable them to become a safe, skilled, professional, class B commercial vehicle driver. It teaches them to operate commercial straight trucks, school buses and passenger vehicles of all different sizes and descriptions on all types of roads. The program prepares students for the Georgia CDL Skills Exam.

Education Requirements

Admission:	DOT Physical and Class A Learner Permit
Graduation:	None
Placement Measure:	Entry-Level Workforce
Minimum Age:	18
Location(s) Offered:	Peach

			Credit Hours
CTDL 1010		Fundamentals of Commercial Truck Driving	3
CTDL 1051		Straight Vehicle Basic Operation and Range Work	3
or	CTDL 1022	Commercial Driving Training Internship I	(3)
CTDL 1061		Striaght Vehicle Advanced Operations	3
or	CTDL 1032	Commercial Driving Training Internship II	(3)
		Total Hours	**9**

CONSTRUCTION MANAGEMENT TECHNOLOGY

CONSTRUCTION MANAGEMENT TECHNOLOGY (CMT3)

Associate Degree

Designed for students who want to work in some aspect of construction supervision as a foreman, project manager, carpenter foreman, lead carpenter and other positions with in the construction field. Students will be able to print read, develop hands on carpentry skills, and develop accounting, supervision and management skills after completion of the program. The program uses National Center for Construction Education and Research (NCCER) curriculum which delivers standardized training and credentialing for the industry.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(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**
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
Residential Specialization (8R23)		*22*
CARP 1055	Advanced Carpentry II	4
CMTT 2010	Residential Estimating Review	3
CMTT 2020	Construction Drafting I	3
or DFTG 1101	CAD Fundamentals	4
CMTT 2050	Residential Code Review	3
CMTT 2130	Computerized Construction Scheduling	3
ACCT 2140	Legal Environment of Business	3
or CMTT 2170	Construction Contracting	(3)
XXXX xxxx	Occupationally-Related Elective(s)	3
Occupationally-Related Electives:		
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CIST 1101	Working with Microsoft Windows	3
CMTT 2020	Construction Drafting I	3
CMTT 2050	Residential Code Review	3
COMP 1000	Introduction to Computer Literacy	3
ECON 1101	Principles of Economics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
	Minimum Total Hours	**60**

CONSTRUCTION MANAGEMENT TECHNOLOGY (CM22)

Diploma

Designed for students who want to work in some aspect of construction supervision as a foreman, project manager, carpenter foreman, lead carpenter and other positions with in the construction field. Students will be able to print read, develop hands on carpentry skills, and develop accounting, supervision and management skills after completion of the program. The program uses National Center for Construction Education and Research (NCCER) curriculum which delivers standardized training and credentialing for the industry.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
General Education Core Courses		**8**
Area I - Language Arts/Communication		
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
Area III - Natural Sciences/Mathematics		
MATH 1012	Foundations of Mathematics	3
or MATH 1103	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
or PSYC 1010	Basic Psychology	3
Occupational Courses		**23**
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniques	5
CARP 1035	Advanced Carpentry I	5
Residential Specialization (8R32)		*22*
CARP 1055	Advanced Carpentry II	4
CMTT 2010	Residential Estimating Review	3
CMTT 2020	Construction Drafting I	3
or DFTG 1101	CAD Fundamentals	4
CMTT 2050	Residential Code Review	3
CMTT 2130	Computerized Construction Scheduling	3
ACCT 2140	Legal Environment of Business	3
or CMTT 2170	Construction Contracting	(3)
XXXX xxxx	Occupationally-Related Elective(s)	3

Occupationally-Related Electives:

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2145	Personal Finance	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1330	Personal Effectiveness	3
BUSN 1340	Customer Service Effectiveness	3
CIST 1101	Working with Microsoft Windows	3
CMTT 2020	Construction Drafting I	3
CMTT 2050	Residential Code Review	3
COMP 1000	Introduction to Computer Literacy	3
ECON 1101	Principles of Economics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 2150	Small Business Management	3
MGMT 2210	Project Management	3
	Minimum Total Hours	**53**

DIESEL EQUIPMENT TECHNOLOGY

DIESEL ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN (DE11)

Technical Certificate of Credit

Provides the student with training for becoming an entry-level diesel electrical/electronic systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

Education Requirements

Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
or DIET 1011	Diesel Electrical and Electronic Systems I	(4)
and DIET 1012	Diesel Electrical and Electronic Systems II	(3)
	Total Hours	**10**

DIESEL ENGINE SERVICE TECHNICIAN (DE21)

Technical Certificate of Credit

The Diesel Engine Service Technician certificate program provides students training to become an entry-level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
	Electrical Course options (7 hours required)	
DIET 1010	Diesel Electrical and Electronic Systems	7
or DIET 1011	Diesel Electrical and Electronic Systems I	(4)
and DIET 1012	Diesel Electrical and Electronic Systems II	(3)
	Engine Course options (6 hours required)	
DIET 1030	Diesel Engines	6
or DIET 1031	Diesel Engine Repair	(3)
and DIET 1032	Diesel Engine Support Systems	(3)
	Total Hours	**16**

DIESEL EQUIPMENT FUNDAMENTALS (DEF1)

Technical Certificate of Credit

The Diesel Equipment Fundamentals certificate program is designed to introduce knowledge and skills to be successful in performing preventative maintenance and repair on diesel engines and equipment. Topics include an overview of diesel powered vehicles, safety, tools and equipment, basic welding skills, electrical and electronic systems, and drive train systems on medium and heavy duty trucks.

Education Requirements

Admission: None
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 2020	Truck Drive Trains	4
	Total Hours	**14**

DIESEL TRUCK MAINTENANCE TECHNICIAN (DTM1)

Technical Certificate of Credit

Provides training in the essential knowledge, skills, and attitudes necessary for employment as a maintenance technician on semi-trucks, trailers or other diesel equipment. The topics covered include diesel shop safety, tools and equipment, preventive maintenance procedures, truck brake systems, and truck drive trains.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1020	Preventative Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4
	Total Hours	**23**

HEAVY DIESEL SERVICE TECHNICIAN (HD31)

Technical Certificate of Credit

The Heavy Diesel Service Technician certificate program provides training in both theory, diagnosis, and repair of basic systems on diesel engines and diesel equipment. Program instruction includes shop safety, shop equipment, diesel engines and fuel systems, electrical and electronic systems, off road power trains, and heavy equipment hydraulics. Successful completion of this program will prepare the student for entering industry as an entry-level diesel service technician.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1030	Diesel Engines	7
DIET 2001	Heavy Equipment Hydraulics	6
DIET 2011	Off-Road Drivelines	6

Choose one of the following for a total of 3 hours:

DIET 1040		Diesel Truck and Heavy Equipment HVAC Systems	3
or	DIET 1050	Diesel Equipment Technology Internship	(4)
		Minimum Total Hours	**32**

ELECTRICAL SYSTEMS TECHNOLOGY

ELECTRICAL SYSTEMS TECHNOLOGY (ES12)

Diploma

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

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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		**25**
IDFC 1007	Industrial Safety Procedures	2
IDFC 1011	Direct Current I	3
or IDSY 1101	DC Circuit Analysis	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
ELTR 1020	Alternating Current Fundamentals	3
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1080	Commercial Wiring I	4
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR xxxx	Occupationally-Related Elective(s)	3
Electrical Construction and Maintenance Specialization (8EC2)		*10*
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
ELTR xxxx	Occupationally-Related Elective(s)	4
Field Occupation Specialization (8I12)		*10*
ELTR 1220	Industrial PLCs	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electric Code Industrial Applications	4
Field Occupation Specialization (8F12)		*10*
ELTR xxxx	Occupationally-Related Elective(s)	10
Occupationally-Related Electives:		
ELTR 1030	Electrical Systems Basics II	7
ELTR 1110	Electric Motors	4
ELTR 1220	Industrial PLCs	4
ELTR 1260	Transformers	3
ELTR 1500	Electrical Systems Technology Internship/ Practicum	3
ELTR 1510	Electrical Worker	3
ELTR 1520	Grounding and Bonding	2
ELTR 1525	Photovoltaic Systems	5
ELTR 1530	Conduit Sizing	2
ELTR 1540	Wire Pulling and Codes	3
	Total Hours	**43**

ELECTRICAL SYSTEMS CONSTRUCTION AND MAINTENANCE (ES22)

Diploma

*****EFFECTIVE 202616: PROGRAM NO LONGER OFFERED*****

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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	Occupationally-Related Elective(s)	12
Occupationally-Related Electives:		
ELTR 1010	Direct Current Fundamentals	3
ELTR 1020	Alternating Current Fundamentals	3
ELTR 1030	Electrical Systems Basics II	7
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1065	Specialty Electrical Concepts I	4
ELTR 1075	Specialty Electrical Concepts II	4
ELTR 1080	Commercial Wiring I	4
ELTR 1090	Commercial Wiring II	3
ELTR 1110	Electric Motors	4
ELTR 1120	Variable Speed/Low Voltage Controls	2
ELTR 1180	Electrical Controls	4
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
ELTR 1220	Industrial PLCs	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1260	Transformers	3
ELTR 1270	National Electric Code Industrial Applications	4
ELTR 1510	Electrical Worker	3
ELTR 1520	Grounding and Bonding	2
ELTR 1525	Photovoltaic Systems	5
ELTR 1530	Conduit Sizing	2
ELTR 1540	Wire Pulling and Codes	3
	Total Hours	**44**

BASIC ELECTRICAL SYSTEMS TECHNICIAN (BES1)

Technical Certificate of Credit

*****EFFECTIVE 202616: PROGRAM NO LONGER OFFERED*****

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
COFC 1080	Construction Trades Core	4
ELTR 1000	Fundamental Electrical Concepts	4
ELTR 1015	Intermediate Electrical Concepts I	4
	Total Hours	**12**

COMMERCIAL ELECTRICAL CONSTRUCTION TECHNICIAN (CEC1)

Technical Certificate of Credit

Designed for careers in the electrical construction industry. A combination of basic concepts, theory, and practical application is utilized to develop academic, technical, and professional knowledge and skills. Topics include safety practices, basic residential electrical installations and building prints, plans, and general construction basics.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: VECTR

		Credit Hours
ELTR 1010	Direct Current Fundamentals	3
ELTR 1020	Alternating Current Fundamentals	3
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1080	Commercial Wiring I	4
ELTR 1090	Commercial Wiring II	3
ELTR 1270	National Electric Code Industrial Applications	4
	Total Hours	**19**

RESIDENTIAL WIRING TECHNICIAN (RW61)

Technical Certificate of Credit

The Residential Wiring Technician TCC program is designed to introduce students to residential wiring techniques. Upon completion, students will be ready to enter the electrical field as electrical apprentices.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
IDFC 1007	Industrial Safety Procedures	2
or IDFC 1012	Alternating Current I	(3)
or IDSY 1105	AC Circuit Analysis	(3)
ELTR 1060	Electrical Prints, Schematics and Symbols	2
ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
	Total Hours	**13**

INTERMEDIATE ELECTRICAL SYSTEMS TECHNICIAN (IE61)

Technical Certificate of Credit

*****EFFECTIVE 202616: PROGRAM NO LONGER OFFERED*****

Serves as 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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

*****EFFECTIVE 202616: PROGRAM NO LONGER OFFERED*****

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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
	Minimum Total Hours	**16**

ELECTRONICS TECHNOLOGY

ELECTRONICS TECHNOLOGY (ET13)
Associate Degree

Prepares 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 are qualified as electronics technicians with a specialization in biomedical instrumentation or a direction towards a field of occupation found within electronics.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Warner Robins

		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
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**32**
COMP 1000	Introduction to Computer Literacy	3
ELCR 1007	Introduction to Electronics Assembly	3
ELCR 1110	Direct Current Circuits	3
or IDSY 1101	DC Circuit Analysis	(3)
ELCR 1120	Alternating Current Circuits	3
or IDSY 1105	AC Circuit Analysis	(3)
ELCR 1125	Advanced DC and AC Circuits	4
ELCR 1130	Solid State Devices I	4
ELCR 1135	Solid State Devices II	4
ELCR 1140	Digital Fundamentals	4
ELCR 1150	Basic Microprocessors and Embedded Systems	4
Complete one specialization:		
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)		*18*
ELCR 2215	Analog Communications	4
ELCR 2225	Digital Communications	3
ELCR 2235	Antenna and Transmission Lines	4
ELCR 2245	Microwave Communications and Radar	4
ELCR 2250	Optical Communication Techniques	3
or ELCR 2595	Optical Fiber Systems	3
Field Occupation Specialization (8F13)		*16*
Choose 16 hours from:		
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
ASTT 1011	Basic Blueprint Reading	3
ASTT 1051	Aerospace Quality Management	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
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 2215	Analog Communications	4
ELCR 2225	Digital Communications	3
ELCR 2235	Antenna and Transmission Lines	4
ELCR 2245	Microwave Communications and Radar	4
ELCR 2250	Optical Communication Techniques	3
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	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electric Code Industrial Applications	4
IDFC 1007	Industrial Safety Procedures	2
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Measure 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	**63**

ELECTRONICS FUNDAMENTALS (EF12)

Diploma

Prepares 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 are prepared for entry-level positions in the electronics field and qualified for admission to the electronics technology program.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1013	Algebraic Concepts	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
Occupational Courses		**32**
COMP 1000	Introduction to Computer Literacy	3
ELCR 1007	Introduction to Electronics Assembly	3
ELCR 1110	Direct Current Circuits	3
or IDSY 1101	DC Circuit Analysis	(3)
ELCR 1120	Alternating Current Circuits	3
or IDSY 1105	AC Circuit Analysis	(3)
ELCR 1125	Advanced DC and AC Circuits	4
ELCR 1130	Solid State Devices I	4
ELCR 1135	Solid State Devices II	4
ELCR 1140	Digital Fundamentals	4
ELCR 1150	Basic Microprocessors and Embedded Systems	4
	Total Hours	**40**

ELECTRONICS TECHNOLOGY (ET14)

Diploma

Prepares 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 are qualified as electronics technicians with a specialization in biomedical instrumentation or a direction towards a field of occupation found within electronics.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1013	Algebraic Concepts	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
Occupational Courses		**32**
COMP 1000	Introduction to Computer Literacy	3
ELCR 1007	Introduction to Electronics Assembly	3
ELCR 1110	Direct Current Circuits	3
or IDSY 1101	DC Circuit Analysis	(3)
ELCR 1120	Alternating Current Circuits	3
or IDSY 1105	AC Circuit Analysis	(3)
ELCR 1125	Advanced DC and AC Circuits	4
ELCR 1130	Solid State Devices I	4
ELCR 1135	Solid State Devices II	4
ELCR 1140	Digital Fundamentals	4
ELCR 1150	Basic Microprocessors and Embedded Systems	4
Complete one specialization:		
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)		*18*
ELCR 2215	Analog Communications	4
ELCR 2225	Digital Communications	3
ELCR 2235	Antenna and Transmission Lines	4
ELCR 2245	Microwave Communications and Radar	4
ELCR 2250	Optical Communication Techniques	3
or ELCR 2595	Optical Fiber Systems	(3)

Field Occupation Specialization (8FC2)		*16*
Choose 16 hours from:		
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
ASTT 1011	Basic Blueprint Reading	3
ASTT 1051	Aerospace Quality Management	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
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 2215	Analog Communications	4
ELCR 2225	Digital Communications	3
ELCR 2235	Antenna and Transmission Lines	4
ELCR 2245	Microwave Communications and Radar	4
ELCR 2250	Optical Communication Techniques	3
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	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	National Electric Code Industrial Applications	4
IDFC 1007	Industrial Safety Procedures	2
IDSY 1112	Motor Controls I	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Measure 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	**56**

BASIC ELECTRONIC ASSEMBLER (BE41)

Technical Certificate of Credit

Prepares 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.

Education Requirements

Admission: None
Graduation: None
Placement Score: Entry-Level Workforce Certificate
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins
Dual Enrollment | ATC/Middle GA Regional Airport

		Credit Hours
MATH 1012	Foundations of Mathematics	3
or MATH 1013	Algebraic Concepts	(3)
or MATH 1111	College Algebra	(3)
ELCR 1007	Introduction to Electronics Assembly	3
ELCR 1110	Direct Current Circuits	3
	Total Hours	**9**

BASIC ELECTRONIC TECHNICIAN (BE81)

Technical Certificate of Credit

The Basic Electronics Technician technical certificate provides students a basic understanding of electronic circuits. Students will take courses on DC circuits, AC circuits, and soldering techniques to prepare them for a career as an Electrician Technician I or equivalent.

Education Requirements

Admission: None
Graduation: None
Placement Score: Entry-Level Workforce Certificate
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins
Dual Enrollment

		Credit Hours
MATH 1012	Foundations of Mathematics	3
or MATH 1013	Algebraic Concepts	(3)
or MATH 1111	College Algebra	(3)
ELCR 1007	Introduction to Electronics Assembly	3
ELCR 1110	Direct Current Circuits	3
ELCR 1120	Alternating Current Circuits	3
ELCR 1125	Advanced DC and AC Circuits	4
	Total Hours	**16**

ENGINEERING TECHNOLOGY

ENGINEERING TECHNOLOGY (ET33)

Associate Degree

Provides the opportunity for students to explore a career in engineering at the professional level. Program graduates are qualified as engineering technicians with a specialization in mechanical engineering technology, electrical engineering technology, or industrial engineering technology.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
General Education Core Courses		**16**
Area I - Language Arts Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
HIST 1111	World History I	3
or HIST 1112	World History II	(3)
or HIST 2111	U.S. History I	(3)
or HIST 2112	U.S. History II	(3)
Area III - Natural Sciences/Mathematics		
MATH 1113	Precalculus	3
Area IV - Humanities/Fine Arts		
ARTS 1101	Art Appreciation	3
or MUSC 1101	Music Appreciation	(3)
Program Specific Requirement		
MATH 1131	Calculus I	4
Occupational Courses		**25**
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
DFTG 1101	CAD Fundamentals	4
ENGL 1102	Literature and Composition	3
ENGL 1105	Workplace and 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 specialization:

Electrical Engineering Technology (8E13)		23
ENGT 1000	Introduction to Engineering Technology	3
ECET 1101	Circuit Analysis I	4
or ECET 1102	Circuit Analysis I	(3)
and ECET 1102L	Circuit Analysis I Lab	(1)
ECET 1110	Digital Systems I	4
or ECET 1111	Digital Systems I	(3)
and ECET 1111L	Digital Systems I Lab	(1)
or IDSY 1120	Basic Industrial PLCs	(4)
ECET 2101	Circuit Analysis II	4
or ECET 2102	Circuit Analysis II	(3)
and ECET 2102L	Circuit Analysis II Lab	(1)
ECET 2120	Electronic Circuits I	4
or ECET 2121	Electronics Circuits I	(3)
and ECET 2121L	Electronics Circuits I Lab	(1)
or IDSY 1220	Intermediate Industrial PLCs	(4)
MATH 1132	Calculus II	4
XXXX xxxx	Specialization Elective(s)	3

Industrial Engineering Technology (8I23)		25
ENGT 1000	Introduction to Engineering Technology	3
ACCT 1100	Financial Accounting I	4
CIST 1305	Program Design and Development	3
CIST 2341	C# Programming I	4
or CIST 2361	C++ Programming I	4
or CIST 2371	Java Programming I	4
MATH 1127	Introduction to Statistics	3
MEGT 1010	Manufacturing Processes	3
MEGT 1321	Machining and Welding	2
XXXX xxxx	Specialization Elective(s)	3

Mechanical Engineering Technology (8ME3)		19
DFTG 2020	Visualization and Graphics	3
ENGT 1000	Introduction to Engineering Technology	3
MATH 1132	Calculus II	4

Choose 12 credit hours from the following with a minimum of two MEGT courses:

CIST 1305	Program Design and Development	3
CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
MEGT 1010	Manufacturing Processes	3
MEGT 1321	Machining and Welding	2
MEGT 2030	Statics	3
MEGT 2080	Strength of Materials	4
XXXX xxxx	Specialization Electives	3

Specialization Electives:

CIST xxxx	Any CIST course (other than CIST 2991)**	
DFTG xxxx	Any DFTG course**	
ECET xxxx	ANY ECET course**	
ENGT 2500	Engineering Internship	3
IDSY xxxx	Any IDSY course**	
MATH xxxx	Any math course MATH 1111 and higher**	
MCHT xxxx	Any MCHT course**	
MEGT xxxx	Any MEGT course**	
WELD xxxx	Any WELD course**	
ECON 1101	Principles of Economics	3
SOCI 1101	Introduction to Sociology	3
	Minimum Total Hours	**63**

***Students may take any course except those specifically excluded or those required by the program*

DRAFTER'S ASSISTANT (DA31)
Technical Certificate of Credit

Endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This program could also serve as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
XXXX xxxx	Occupationally-Related Elective(s)	3

Occupationally-Related Electives:

DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1111	Fasteners	4
DFTG 1125	Architectural Fundamentals	4
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1101	Working with Microsoft Windows	3
CIST 1130	Operating Systems Concepts	3
ASTT 1011	Basic Blueprint Reading	3
MCHT 1012	Blueprint for Machine Tool	3
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2190	CAD/CAM Programming	4
COFC 1011	Overview of Building Construction Practices and Materials	3
COFC 1030	Materials and Fasteners	2
IDSY 1110	Industrial Motor Controls I	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1130	Industrial Wiring	4
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1180	Magnetic Starters and Braking	3
IDSY 1190	Fluid Power Systems	5
BUSN 1100	Introduction to Keyboarding	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 2200	Office Accounting	4
MGMT 1110	Employment Rules and Regulations	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 1135	Managerial Accounting and Finance	3
	Minimum Total Hours	**11**

ELECTRICAL ENGINEERING TECHNICIAN (EE11)
Technical Certificate of Credit

The Electrical Engineering Technician certificate program introduces the principles of electrical engineering and mathematics and aligns to the Electrical Engineering specialization embedded in the Engineering Technology degree.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
ENGT 1000	Introduction to Engineering Technology	3
MATH 1113	Precalculus	3
PHYS 1111	Introductory Physics I	3
and PHYS 1111L	Introductory Physics Lab I	1
ECET 1102	Circuit Analysis I	3
ECET 1102L	Circuit Analysis I Lab	1
ECET 1111	Digital Systems I	3
ECET 1111L	Digital Systems I Lab	1
CIST 1305	Program Design and Development	3
or ELCR XXXX	Any ELCR course**	(4)
	Minimum Total Hours	**21**

***Students may take any course except those specifically excluded or those required by the program*

ENGINEERING GRAPHICS TECHNICIAN (EGT1)
Technical Certificate of Credit

The Engineering Graphics Technician certificate program introduces the basics of CAD software as it is used in engineering technology.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
ENGT 1000	Introduction to Engineering Technology	3
MATH 1113	Precalculus	3
DFTG 1101	CAD Fundamentals	4
DFTG 1105	3D Mechanical Modeling	4
DFTG 1107	Advanced Dimensioning/Sectional Views	4
DFTG 1113	Assembly Drawings	4
	Total Hours	**22**

ENGINEERING TECHNOLOGY BASICS (EBT1)
Technical Certificate of Credit

Provides training in core engineering techniques, including drafting and design, complex mathematical calculations, and force evaluation. Topics also include engineering project write-ups, presentation, evaluation, and safety.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
ENGT 1000	Introduction to Engineering Technology	3
DFTG 1101	CAD Fundamentals	4
CHEM 1211	Chemistry I	3
and CHEM 1211L	Chemistry Lab I	1
- OR		
ECET 1101	Circuit Analysis I	(4)
- OR		
PHYS 1111	Introductory Physics I	(3)
and PHYS 1111L	Introductory Physics Lab I	(1)
	Total Hours	**20**

ENGINEERING TECHNOLOGY ESSENTIALS (ETE1)
Technical Certificate of Credit

Provides training in core engineering techniques, including drafting and design, complex mathematical calculations, and force evaluation. Topics also include engineering project write-ups, presentation, evaluation, and safety.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Dual Enrollment

		Credit Hours
ENGT 1000	Introduction to Engineering Technology	3
ENGT 2500	Engineering Internship	3

Choose one of the following electives:

AUMF 1150	Introduction to Robotics	3
CIST 1305	Program Design and Development	3
DFTG 1101	CAD Fundamentals	4
MATH 1113	Precalculus	3
XXXX xxxx	Advisor Approved Elective (1000 series or above)	3
	Minimum Total Hours	**9**

INDUSTRIAL ENGINEERING TECHNICIAN (IM51)
Technical Certificate of Credit

The Industrial Engineering Technician certificate program introduces the principles of industrial engineering and mathematics and aligns to the Industrial Engineering specialization embedded in the Engineering Technology degree.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
ENGT 1000	Introduction to Engineering Technology	3
MATH 1113	Precalculus	3
PHYS 1111	Introductory Physics I	3
and PHYS 1111L	Introductory Physics Lab I	1
CIST 1305	Program Design and Development	3
MEGT 1010	Manufacturing Processes	3
DFTG 1101	CAD Fundamentals	4

Choose one of the following electives:

AUMF 1150	Introduction to Robotics	3
MEGT 1321	Machining and Welding	2
IDFC XXXX	Any IDFC course**	3
IDSY XXXX	Any IDSY course**	3
	Minimum Total Hours	**22**

***Students may take any course except those specifically excluded or those required by the program*

MECHANICAL ENGINEERING TECHNICIAN (MN71)
Technical Certificate of Credit

The Mechanical Engineering Technician certificate program introduces the principles of mechanical engineering and mathematics and aligns to the Mechanical Engineering specialization embedded in the Engineering Technology degree.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		Credit Hours
ENGT 1000	Introduction to Engineering Technology	3
MATH 1113	Precalculus	3
PHYS 1111	Introductory Physics I	3
and PHYS 1111L	Introductory Physics Lab I	1
DFTG 1101	CAD Fundamentals	4
CIST 1305	Program Design and Development	3
MEGT XXXX	Any MEGT course**	3

Choose one of the following electives:

AUMF 1150	Introduction to Robotics	3
CIST 23XX	Any CIST 23XX course**	4
ECET XXXX	Any ECET course**	4
MEGT XXXX	Any MEGT course**	4
	Total Hours	**23**

***Students may take any course except those specifically excluded or those required by the program*

MECHATRONICS TECHNOLOGY

MECHATRONICS TECHNOLOGY (MT23)
Associate Degree

The Mechatronics Technology Degree program is designed for the student who wishes to prepare for a career as a Mechatronics 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 Mechatronics 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 a Mechatronics Technology Degree that qualifies them for employment as industrial electricians or Mechatronics technicians.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: Standard
Location(s) Offered: Milledgeville

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Other General Education Requirements		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**39**
IDFC 1013	Solid State Devices I	3
or ECET 1111	Digital Systems I	(3)
and ECET 1111L	Digital Systems I Lab	(1)
or ECET 2111	Digital Systems II	(3)
and ECET 2111L	Digital Systems II Lab	(1)
IDSY 1101	DC Circuit Analysis	3
or IDFC 1011	Direct Current I	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
or ECET 1102	Circuit Analysis I	(3)
and ECET 1102L	Circuit Analysis I Lab	(1)
IDSY 1105	AC Circuit Analysis	3
or IDFC 1012	Alternating Current I	(3)
or ELTR 1020	Alternating Current Fundamentals	(3)
or ECET 2102	Circuit Analysis II	(3)
and ECET 2102L	Circuit Analysis II Lab	(1)
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
IDSY 1181	Fluid Power Systems	4
IDSY 1230	Instrumentation	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
MCTX 2250	Mechatronics Capstone	3
AUMF 1150	Introduction to Robotics	3
XXXX xxxx	Occupationally-Related Electives *(IDSY, AIRC, MCHT, WELD, ELCR, AUMF, AMCA)*	6
	Total Hours	**60**

MECHATRONICS TECHNOLOGY (MTD2)
Diploma

The Mechatronics Technology Diploma program is designed for the student who wishes to prepare for a career as a Mechatronics 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 Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive a Mechatronics Technology Diploma that qualifies them for employment as industrial electricians or Mechatronics technicians.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: Standard
Location(s) Offered: Milledgeville

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
or MATH 1013	Algebraic Concepts	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
or PSYC 1010	Basic Psychology	(3)
Occupational Courses		**39**
IDFC 1013	Solid State Devices I	3
or ECET 1111	Digital Systems I	(3)
and ECET 1111L	Digital Systems I Lab	(1)
or ECET 2111	Digital Systems II	(3)
and ECET 2111L	Digital Systems II Lab	(1)
IDSY 1101	DC Circuit Analysis	3
or IDFC 1011	Direct Current I	(3)
or ELTR 1010	Direct Current Fundamentals	(3)
or ECET 1102	Circuit Analysis I	(3)
and ECET 1102L	Circuit Analysis I Lab	(1)
IDSY 1105	AC Circuit Analysis	3
or IDFC 1012	Alternating Current I	(3)
or ELTR 1020	Alternating Current Fundamentals	(3)
or ECET 2102	Circuit Analysis II	(3)
and ECET 2102L	Circuit Analysis II Lab	(1)
IDSY 1112	Motor Controls I	4
IDSY 1113	Motor Controls II	4
IDSY 1181	Fluid Power Systems	4
IDSY 1230	Instrumentation	4
IDSY 2000	PLC I	4
IDSY 2001	PLC II	4
MCTX 2250	Mechatronics Capstone	3
AUMF 1150	Introduction to Robotics	3
	Total Hours	**47**

METROLOGY

METROLOGY (ME13)
Associate Degree

Meets 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 17
Location(s) Offered: Macon | Online

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
HIST 1111	World History I	3
or HIST 1112	World History II	(3)
or HIST 2111	U.S. History I	(3)
or HIST 2112	U.S. History II	(3)
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
or MATH 1127	Introduction to Statistics	(3)
Area IV - Humanities/Fine Arts		
HUMN 1101	Introduction to Humanities	3
or ARTS 1101	Art Appreciation	(3)
XXXX xxxx	General Education Core Elective (Areas I - IV) (*ENGL 1105 Workplace and Technical Communications is recommended)*	3
Occupational Courses		**46**
IDFC 1007	Industrial Safety Procedures	2
IDFC 1013	Solid State Devices I	3
IDFC 1011	Direct Current I	3
IDFC 1012	Alternating Current I	3
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Measure 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
XXXX xxxx	Occupationally Related Elective	3
Occupationally-Related Electives:		
CIST 1101	Working with Microsoft Windows	3
COMP 1000	Introduction to Computer Literacy	3
ENGT 2500	Engineering Internship	3
	Total Hours	**61**

METROLOGY (ME24)
Diploma

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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 17
Location(s) Offered: Macon | Online

		Credit Hours
General Education Core Courses		**8**
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1013	Algebraic Concepts	3
or MATH 1111	College Algebra	(3)
Occupational Courses		**46**
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 Measure 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
XXXX xxxx	Occupationally Related Elective	3
Occupationally-Related Electives:		
CIST 1101	Working with Microsoft Windows	3
COMP 1000	Introduction to Computer Literacy	3
	Total Hours	**54**

CALIBRATION TECHNICIAN (CT41)
Technical Certificate of Credit

Introduces 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
MATH 1111	College Algebra	3
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Measure Technology	3
METR 1141	Quality Control and Statistics	3
METR 1161	Physical Metrology	3
METR 1163	Dimensional Metrology	4
	Total Hours	**22**

ELECTRONIC METROLOGY TECHNICIAN (EM91)
Technical Certificate of Credit

Provides an introduction to many devices and circuits commonly used in instrumentation. Topics include voltage, standard resistors, capacitors, frequency and frequency conductors, and spectrum analysis.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 17
Location(s) Offered: Macon | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
METR 1101	Introduction to Quality, Standards, and ISO 9000	3
METR 1111	Introduction to Measure Standards and Measure Technology	3
METR 1132	Mechanical Measurements	3
METR 2111	Electronic Measuring Instruments	4
	Total Hours	**22**

PLUMBING

RESIDENTIAL/COMMERCIAL PLUMBING TECHNICIAN (RP11)

Technical Certificate of Credit

Offers students basic skills in plumbing technology, construction, maintenance, and repair. Students completing the certificate program are prepared for entry-level employment as a residential plumber.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
PLBG 1000	Introduction to Plumbing	3
PLBG 1160	Plumbing Drawings	3
PLBG 1210	Pipes, Valves, and Fittings	3
PLBG 1220	Drainage Systems	3
PLBG 1240	Water Supply Systems	3
PLBG 1260	Plumbing Fixtures and Appliances	3
PLBG 1280	Gas Piping, Venting, and Appliances	3
	Total Hours	**21**

PRECISION MACHINING AND MANUFACTURING

PRECISION MACHINING AND MANUFACTURING (MTT2)

Diploma

The Precision Machining and Manufacturing 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		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		**37**
AMCA 2110	CNC Fundamentals	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
MCHT 1013	Machine Tool Math	3
or MATH 1013	Algebraic Concepts	(3)
and MATH 1015	Geometry and Trigonometry	(3)
Choose a minimum of three hours from:		
COMP 1000	Introduction to Computer Literacy	3
MCHT 1030	Applied Measurement	3
DFTG 1101	CAD Fundamentals	4
WELD 1000	Introduction to Welding Technology	4
MATH 1015	Geometry and Trigonometry	3
PSYC 1010	Basic Psychology	3
	Total Hours	**45**

BASIC MACHINING OPERATOR (BMO1)

Technical Certificate of Credit

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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins, Macon

		Credit Hours
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
	Total Hours	**22**

BASIC MACHINIST (BM31)

Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
MATH 1012	Foundations of Mathematics	3
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
	Total Hours	**10**

CNC SPECIALIST (CS51)
Technical Certificate of Credit

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4
	Total Hours	**22**

LATHE OPERATOR (LP11)
Technical Certificate of Credit

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins, Macon

		Credit Hours
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4
	Total Hours	**15**

MILL OPERATOR (MP11)
Technical Certificate of Credit

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins

		Credit Hours
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4
	Total Hours	**15**

WELDING AND JOINING TECHNOLOGY

WELDING AND JOINING TECHNOLOGY (WAJ2)
Diploma

Prepares 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 have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Putnam | Warner Robins | Milledgeville | Dual Enrollment

		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		**46**
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4
COMP 1000	Introduction to Computer Literacy	3
or CIST 1101	Working with Microsoft Windows	(3)
Choose a minimum of 3 hours from:		
WELD 1095	Advanced Gas Metal Arc Welding	3
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	4
WELD 1153	Flux Cored Arc Welding	4
WELD 1156	Ornamental Iron Works	3
WELD 1330	Metal Welding and Cutting Techniques	2
	Total Hours	**54**

ADVANCED SHIELDED METAL ARC WELDER (OSM1)
Technical Certificate of Credit

Serves as a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Education Requirements

Admission:	None
Graduation:	None
Placement Measure:	Entry-Level Workforce Certificate
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Putnam | VECTR | Warner Robins | Dual Enrollment

		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**

BASIC SHIELDED METAL ARC WELDER (FS31)
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.

Education Requirements

Admission:	None
Graduation:	None
Placement Measure:	Entry-Level Workforce
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Putnam | VECTR | Warner Robins | Dual Enrollment

		Credit Hours
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4
	Total Hours	**12**

FLUX CORED ARC WELDER (FC61)
Technical Certificate of Credit

Provides instruction in flux cored arc welding practices. Topics include an introduction to the welding industry, oxyfuel cutting techniques, and flux cored arc welding practices.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Putnam | Warner Robins | Dual Enrollment | GDC

		Credit Hours
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1153	Flux Cored Arc Welding	4
XXXX xxxx	Occupationally-Related Elective(s)*	3
	Total Hours	**15**

Student may take any welding (WELD) course or, with advisor approval, any course that the College offers to satisfy the occupationally-related elective requirement.

GAS METAL ARC WELDER (GM31)
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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Putnam | VECTR | Warner Robins | Dual Enrollment | GDC

		Credit Hours
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4
XXXX xxxx	Occupationally-Related Elective(s)*	3

Student may take any welding (WELD) course or, with advisor approval, any course that the College offers to satisfy the occupationally-related elective requirement.

Total Hours 15

GAS TUNGSTEN ARC WELDER (GTA1)
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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Putnam | VECTR | Warner Robins | GDC Dual Enrollment

		Credit Hours
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
XXXX xxxx	Occupationally-Related Elective(s)*	3

Student may take any welding (WELD) course or, with advisor approval, any course that the College offers to satisfy the occupationally-related elective requirement.

Total Hours 15

Master WELDER I (MW21)
Technical Certificate of Credit

The Master Welder I certificate is designed to prepare students for careers in the welding industry. Program learning opportunities develop 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 Master Welder I TCC and have the qualifications of an Advanced Shielded Metal Arc Welder and are prepared to take qualification tests.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4

Total Hours 24

PIPE WELDER (PW11)
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.

Conditional Program Admission: Student must be a Welding and Joining Technology diploma graduate to enroll in this program.

Education Requirements
Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Putnam | Dual Enrollment

		Credit Hours
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1151	Fabrication Processes	3
WELD 1152	Pipe Welding	4

Total Hours 10

VERTICAL SHIELDED METAL ARC WELDING FABRICATOR (VSM1)
Technical Certificate of Credit

Prepares students for careers in shielded metal arc welding fabrication.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Putnam | VECTR | Warner Robins Dual Enrollment

		Credit Hours
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
XXXX xxxx	Occupationally-Related Elective(s)*	3

Student may take any welding (WELD) course or, with advisor approval, any course that the College offers to satisfy the occupationally-related elective requirement.

Total Hours 11

Business and Computer Technologies

AAS - Applied Technical Management

Accounting

Banking and Finance

Business Healthcare Technology

Business Management

Business Technology

Computer Programming

Computer Support Specialist

Cybersecurity

Design and Media Production

Information Technology Professional

Logistics Management

Marketing Management

Networking Specialist

Sports and Fitness Management

Website Design/Development

Information Technology Technical Certificates of Credit

AAS - APPLIED TECHNICAL MANAGEMENT

AAS-APPLIED TECHNICAL MANAGEMENT (AS33)
Associate Degree

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.

Conditional Program Admission: Student must have graduated or be eligible to graduate from a diploma in a TCSG program area and obtain advisor approval to enroll in this program.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**53**
Completion of diploma program		37
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
or ACCT 2140	Legal Environment of Business	(3)
or MKTG 1130	Business Regulations and Compliance	(3)
MGMT 2125	Performance Management	3
ACCT 1100	Financial Accounting I	4
	Total Hours	**68**

ACCOUNTING

ACCOUNTING (AC13)
Associate Degree

Prepares students for a variety of accounting careers in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills for job acquisition, retention, and advancement.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		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 1103	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 Computer Literacy	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 2000	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1125	Individual Tax Accounting	3
ACCT 1130	Payroll Accounting	3
XXXX xxxx	Occupational Elective(s)**	9
ACCT xxxx	Accounting Elective(s)	9
Accounting Electives:		
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
ACCT 2155	Principles of Fraud Examination	3
	Total Hours	**64**

***Students may take any course except Learning Support*

ACCOUNTING (AC12)
Diploma

Prepares students for a variety of entry-level accounting careers in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Mathematics	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
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 Computer Literacy	3
XXXX xxxx	Occupationally-Guided Elective	3
ACCT xxxx	Accounting Elective	3
Occupationally-Guided Electives:		
BAFN xxxx	Banking and Finance	
BUSN xxxx	Business Technology	
HRTM xxxx	Hotel/Restaurant/Tourism Management	
MGMT xxxx	Business Management	
MKTG xxxx	Marketing	
SCMA xxxx	Distribution and Materials Management	
Accounting Electives:		
ACCT 2000	Managerial 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
ACCT 2155	Principles of Fraud Examination	3
	Total Hours	**42**

AUDITING AND ASSURANCES SPECIALIST (AAA1)
Technical Certificate of Credit

Prepares students for employment as accounting auditing assistants. Graduates will 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. This certificate is embedded and is considered to be an advanced entry-level program.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
ACCT 2000	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

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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		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 Computer Literacy	3
XXXX xxxx	Occupational Elective	3

Occupational Electives:

ACCT 2000	Managerial 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
or BAFN 1115	Personal Financial Planning	3
ACCT 2150	Principles of Auditing	3
ACCT 2155	Principles of Fraud Examination	3
	Total Hours	**21**

OFFICE ACCOUNTING SPECIALIST (OA31)
Technical Certificate of Credit

Provides entry-level office accounting skills. Topics include: principles of accounting, computerized accounting and basic computer skills.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
COMP 1000	Introduction to Computer Literacy	3
	Total Hours	**14**

PAYROLL ACCOUNTING SPECIALIST (PA61)
Technical Certificate of Credit

Provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics and basic computer use.

Education Requirements
Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		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 Computer Literacy	3
	Total Hours	**17**

TAX PREPARATION SPECIALIST (TPS1)

Technical Certificate of Credit

Provides entry-level skills for tax preparers. Topics include principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills.

Education Requirements

Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
COMP 1000	Introduction to Computer Literacy	3
ACCT xxxx	Accounting Elective	3

Accounting Electives:

ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1120	Spreadsheet Applications	4
ACCT 1130	Payroll Accounting	3
ACCT 2000	Managerial 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
ACCT 2155	Principles of Fraud Examination	3
	Total Hours	**16**

BANKING AND FINANCE

BANKING AND FINANCE (BAF3)
Associate Degree

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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins | Macon | Online

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
ECON 1101	Principles of Economics	3
or ECON 2105	Macroeconomics	(3)
or ECON 2106	Microeconomics	(3)
Area III - Natural Sciences/Mathematics		
MATH 1103	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
or ACCT 2145	Personal Finance	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 Computer Literacy	3
MKTG 1130	Business Regulations and Compliance	3
XXXX xxxx	Occupational-Guided Electives	3
Occupational-Guided Electives:		
ACCT 2000	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2150	Principles of Auditing	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MKTG 1162	Customer Contact Skills	4
MKTG 1370	Consumer Behavior	3
	Total Hours	**64**

BANKING AND FINANCE (BAF2)
Diploma

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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins | Macon | Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Math	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
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
or ACCT 2145	Personal Finance	3
BAFN 2200	Finance	3
BUSN 1440	Document Production	4
COMP 1000	Introduction to Computer Literacy	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1160	Professional Selling	3
XXXX xxxx	Occupational-Guided Electives	3
Occupational-Guided Electives:		
ACCT 2000	Managerial Accounting	3
ACCT 1115	Computerized Accounting	3
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT 2140	Legal Environment of Business	3
ACCT 2150	Principles of Auditing	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MKTG 1162	Customer Contact Skills	4
MKTG 1370	Consumer Behavior	3
	Total Hours	**51**

BANKING AND FINANCE SPECIALIST (BC71)

Technical Certificate of Credit

The Banking and Finance Specialist technical certificate program introduces the concepts and skills necessary to be productive within the banking and financial service industry.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or GED
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
ACCT 1100	Financial Accounting I	4
BAFN 1100	Introduction to Banking and Finance	3
BAFN 1110	Money and Banking	3
BAFN 1115	Personal Financial Planning	3
or ACCT 2145	Personal Finance	3
COMP 1000	Introduction to Computer Literacy	3
	Total Hours	**16**

BUSINESS HEALTHCARE TECHNOLOGY

BUSINESS HEALTHCARE TECHNOLOGY (BHT3)

Associate Degree

Designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville Warner Robins | Online

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or 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		**31**
COMP 1000	Introduction to Computer Literacy	3
or BUSN 1000	Computers in Healthcare	(3)
or HIMT 1151	Computer Applications in Healthcare	(4)
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6
ALHS 1090	Medical Terminology for AHS	2
or BUSN 2300	Medical Terminology	(2)
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
or ALHS 1010	Introduction to Anatomy and Physiology	(4)
or ALHS 1011	Structure and Function of the Human Body	(5)
or BIOL 2113	Anatomy and Physiology I	(3)
and BIOL 2113L	Anatomy and Physiology Lab I	(1)
MAST 1120	Human Diseases	3
BUSN 2350	Electronic Health Records	3
or HIMT 1250	Health Record Content and Structure	(2)
BUSN 2200	Office Accounting	4
or BUSN 1800	Introduction to Healthcare Accounting	(3)
or ACCT 1100	Financial Accounting I	(4)
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2340	Medical Administrative Procedures	4
BUSN 2375	Healthcare Coding	3

Select one specialization:

Practice Management (8PM3)		*15*
BUSN 2440	Healthcare Leadership & Professional Effectiveness	3
BUSN 2800	Practice Management Fundamentals	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3
Compliance and Reimbursement (8C83)		*15*
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2420	Advanced Medical Coding	3
BUSN 2810	Healthcare Compliance	3
BUSN 2850	Health Record Auditing	3
Business Healthcare (8BH3)		*15*
XXXX xxxx	Guided Electives	15
Health Informatics (8HI3)		*17*
CIST 1001	Computer Concepts	4
CIST 1401	Computer Networking Fundamentals	4
BUSN 2700	Introduction to Health Informatics	3
BUSN 2720	Healthcare Information Systems	3
BUSN 2750	Healthcare Technology Regulation	3

Guided Electives:

BUSN 1100	Introduction to Keyboarding	3
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2420	Advanced Medical Coding	3
BUSN 2440	Healthcare Leadership & Professional Effectiveness	3
BUSN 2700	Introduction to Health Informatics	3
BUSN 2720	Healthcare Information Systems	3
BUSN 2750	Healthcare Technology Regulation	3
BUSN 2800	Practice Management Fundamentals	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3
BUSN 2850	Health Record Auditing	3

Minimum Total Hours 60

BUSINESS HEALTHCARE TECHNOLOGY (BHT2)
Diploma

Designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program emphasizes the use of software and technology. Students are also introduced to accounting fundamentals, electronic communications, internet research, electronic file management, and healthcare regulation and compliance. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville Warner Robins | Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Math	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**38**
COMP 1000	Introduction to Computer Literacy	3
or BUSN 1000	Computers in Healthcare	(3)
or HIMT 1151	Computer Applications in Healthcare	(4)
BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6
ALHS 1090	Medical Terminology for AHS	2
or BUSN 2300	Medical Terminology	(2)
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
or ALHS 1010	Introduction to Anatomy and Physiology	(4)
or ALHS 1011	Structure and Function of the Human Body	(5)
or BIOL 2113	Anatomy and Physiology I	(3)
and BIOL 2113L	Anatomy and Physiology Lab I	(1)
MAST 1120	Human Diseases	3
BUSN 2350	Electronic Health Records	3
or HIMT 1250	Health Record Content and Structure	(2)
BUSN 2200	Office Accounting	4
or BUSN 1800	Introduction to Healthcare Accounting	(3)
or ACCT 1100	Financial Accounting I	(4)
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2340	Medical Administrative Procedures	4
BUSN 2375	Healthcare Coding	3
BUSN xxxx	Guided Electives	7

Guided Electives:

BUSN 1100	Introduction to Keyboarding	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 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 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Analysis	3
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2220	Legal Administrative Procedures	3
BUSN 2330	Advanced Medical Document Processing/Transcription	4
BUSN 2240	Business Administrative Assistant Internship I	4
BUSN 2250	Business Administrative Assistant Internship II	6
BUSN 2290	Applied Business Technology	3
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2330	Advanced Medical Document Processing/Transcription	4
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2750	Healthcare Technology Regulation	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3
BUSN 2850	Health Record Auditing	3

Minimum Total Hours 45

HEALTH RECORDS TECHNICIAN (HR21)
Technical Certificate of Credit

Prepares healthcare support staff to become EHR technicians and provide foundational knowledge for medical professionals use of health documentation in areas of healthcare which include but are not limited to allied health specialists, medical support staff, and medical providers. Topics include computer application skills, basic function of the human body, elements of medical terminology, electronic health information management, and operation of medical machine transcription.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville Warner Robins | Online

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for AHS	2
COMP 1000	Introduction to Computer Literacy	3
or BUSN 1000	Computers in Healthcare	(3)
ENGL 1010	Fundamentals of English I	3
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2350	Electronic Health Records	3
	Total Hours	**20**

HEALTHCARE BILLING AND CODING SPECIALIST (HBC1)

Technical Certificate of Credit

Healthcare Billing and Coding Specialist program provides a basic short-term academic credential with the 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 Healthcare Billing and Coding Specialist program provides basic training in anatomy, medical terminology, human pathology, insurance reimbursement, and diagnostic and procedural coding skills.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville Warner Robins | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
or BUSN 1000	Computers in Healthcare	(3)
or HIMT 1151	Computer Applications in Healthcare	(4)
ENGL 1010	Fundamentals of English I	3
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2350	Electronic Health Records	3
or HIMT 1250	Health Record Content and Structure	(2)
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2420	Advanced Medical Coding	3

Choose:

BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6
OR	*Terminology and Anatomy Cluster:*	
MAST 1120	Human Diseases	3
BUSN 2300	Medical Terminology	2
or ALHS 1090	Medical Terminology for AHS	(2)
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
or ALHS 1010	Introduction to Anatomy and Physiology	(4)
or ALHS 1011	Structure and Function of the Human Body	(5)
	Minimum Total Hours	**30**

HEALTHCARE BILLING AND REIMBURSEMENT ASSISTANT (HBA1)

Technical Certificate of Credit

The program provides instruction in medical facility reimbursement and compliance regulations.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville Warner Robins | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
or BUSN 1000	Computers in Healthcare	(3)
or HIMT 1151	Computer Applications in Healthcare	(4)
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2350	Electronic Health Records	3
or HIMT 1250	Health Record Content and Structure	(2)
BUSN 2375	Healthcare Coding	3

Choose:

BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6
OR	*Terminology and Anatomy Cluster:*	
MAST 1120	Human Diseases	3
BUSN 2300	Medical Terminology	2
or ALHS 1090	Medical Terminology for AHS	(2)
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
or ALHS 1010	Introduction to Anatomy and Physiology	(4)
or ALHS 1011	Structure and Function of the Human Body	(5)
	Minimum Total Hours	**17**

HEALTHCARE OFFICE ASSISTANT (HFA1)

Technical Certificate of Credit

The Healthcare Office Assistant certificate is designed to provide 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 area. Technical courses apply to the degree or diploma program in Business Healthcare Technology.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville Warner Robins | Online

			Credit Hours
COMP 1000	Introduction to Computer Literacy		3
or BUSN 1000	Computers in Healthcare		(3)
or HIMT 1151	Computer Applications in Healthcare		(4)
ENGL 1010	Fundamentals of English I		3
BUSN 1440	Document Production		4

Choose:

BUSN 1010	Medical Terminology, Anatomy, and Diseases for Business	6
OR	*Terminology and Anatomy Cluster:*	
MAST 1120	Human Diseases	3
BUSN 2300	Medical Terminology	2
or ALHS 1090	Medical Terminology for AHS	(2)
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
or ALHS 1010	Introduction to Anatomy and Physiology	(4)
or ALHS 1011	Structure and Function of the Human Body	(5)

Select 10 Hours from the courses below:

BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2230	Office Management	3
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2340	Medical Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2370	Medical Office Billing/Coding/Insurance	3
BUSN 2375	Healthcare Coding	3
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2420	Advanced Medical Coding	3
BUSN 2440	Healthcare Leadership & Professional Effectiveness	3
BUSN 2700	Introduction to Health Informatics	3
BUSN 2720	Healthcare Information Systems	3
BUSN 2750	Healthcare Technology Regulation	3
BUSN 2800	Practice Management Fundamentals	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3
BUSN 2850	Health Record Auditing	3
HIMT 1250	Health Record Content and Structure	2

Minimum Total Hours 26

BUSINESS MANAGEMENT

BUSINESS MANAGEMENT (MD13)
Associate Degree

Prepares 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		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		
MATH 1103	Quantitative Skills and Reasoning	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1111	College Algebra	(3)
or 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 Elective (Areas I - IV)	6
Occupational Courses		**33**
COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
or MGMT 1135	Managerial Accounting and Finance	(3)
MGMT 1110	Employment Rules and Regulations	3
or 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 MGMT guided electives	6
XXXX xxxx	Guided Elective(s)	6
Human Resource Management Specialization (82H3)		12
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2205	Service Sector Management	3
or MGMT 2210	Project Management	(3)
XXXX xxxx	Guided Elective(s)	3
Operations Management Specialization (83P3)		12
MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3
XXXX xxxx	Guided Elective(s)	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
XXXX xxxx	Guided Elective(s)	3
Small Business Management Specialization (85S3)		12
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
XXXX xxxx	Guided Elective(s)	3
Business Management Guided Electives:		
ACCT 1105	Financial Accounting II	4
ACCT 2000	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)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1420	Database Applications	4
BUSN 1440	Document Production	4
BUSN 1310	Introduction to Business Culture	3
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
MGMT 1135	Managerial Accounting and Finance	3
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2220	Management and Supervision OBI	3
MGMT 2500	International Business Principles	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)
Diploma

Prepares 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Warner Robins | Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Math	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
or PSYC 1010	Basic Psychology	(3)
Occupational Courses		**39**
COMP 1000	Introduction to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
or MGMT 1135	Managerial Accounting and Finance	(3)
MGMT 1110	Employment Rules and Regulations	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 of the following guided electives (Advisor Approval):

ACCT 1105	Financial Accounting II	4
ACCT 2000	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)	3
BUSN 1230	Legal Terminology	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
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

Prepares individuals to perform human resources functions in the human resources 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.

Education Requirements

Admission:	High School Diploma or High School Equivalency
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Entry-Level Workforce
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | 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
MGMT 1110	Employment Rules and Regulations	3
or MKTG 1130	Business Regulations and Compliance	(3)
or MGMT 2120	Labor Management Relations	(3)
XXXX xxxx	Guided Elective(s)	3

Guided Electives:

MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 1135	Managerial Accounting and Finance	3
MGMT 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2215	Team Project	3
MGMT 2220	Management and Supervision Occupation Based Instruction	3
	Total Hours	**18**

MANAGEMENT AND LEADERSHIP SPECIALIST (MAL1)
Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 1110	Employment Rules and Regulations	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

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.

Education Requirements

Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2205	Service Sector Management	3
MGMT 2140	Retail Management	3
or MGMT 2210	Project Management	(3)
	Total Hours	**18**

SMALL BUSINESS MANAGEMENT SPECIALIST (SB41)
Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computer Literacy	3
MGMT 2125	Performance Management	3
MGMT 2140	Retail Management	3
MGMT 2150	Small Business Management	3
MGMT 1110	Employment Rules and Regulations	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

Builds upon a student's previously achieved degree, diploma, or technical certificate 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 2115	Human Resource Management	3
XXXX xxxx	Guided Elective(s)	12
MGMT 1110	Employment Rules and Regulations	3
or MKTG 1130	Business Regulations and Compliance	(3)
or MGMT 2120	Labor Management Relations	(3)

Guided Electives:

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
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 2215	Investments	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
MKTG 2300	Marketing Management	3
	Total Hours	**24**

BUSINESS TECHNOLOGY

BUSINESS TECHNOLOGY (BT23)

Associate Degree

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program emphasizes the use of word processing, 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..

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville Warner Robins | Online

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or 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		**36**
COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 1470	Professional Communication Skills	3
BUSN 2150	Social Media and Electronic Communication	3
BUSN 2190	Business Document Proofreading & Editing	3
XXXX xxxx	Guided Electives	6
BUSN 1300	Introduction to Business	3
or MGMT 1120	Introduction to Business	(3)
ACCT 1100	Financial Accounting I	4
or BUSN 2200	Office Accounting	(4)

Select one specialization:

Office Management (8O13)		*12*
BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Analysis	3
BUSN 2290	Applied Business Technology	3
MGMT 1100	Principles of Management	3
Human Resources (8H13)		*9*
MKTG 1130	Business Regulations and Compliance	3
MGMT 2115	Human Resource Management	3
MGMT 2130	Employee Training and Development	3
Social Media (8SD3)		*12*
CIST 1510	Web Development I	4
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communication	3
MKTG 2500	Exploring Social Media	3
Project Management (8PD3)		*9*
BUSN 2130	Expert Spreadsheet Analysis	3
MGMT 1105	Organizational Behavior	3
MGMT 2210	Project Management	3

Guided Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	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 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 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Analysis	3
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2200	Office Accounting	4
BUSN 2220	Legal Administrative Procedures	3
BUSN 2330	Advanced Medical Document Processing/Transcription	4
BUSN 2240	Business Administrative Assistant Internship I	4
BUSN 2250	Business Administrative Assistant Internship II	6
BUSN 2290	Applied Business Technology	3
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	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3

Minimum Total Hours 60

BUSINESS TECHNOLOGY (BT12)
Diploma

The Business Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program emphasizes the use of word processing, 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville Warner Robins | Online

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
PSYC 1010	Basic Psychology	3
Occupational Courses		**33**
COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 1470	Professional Communication Skills	3
BUSN 2150	Social Media and Electronic Communication	3
BUSN 2190	Business Document Proofreading & Editing	3
XXXX xxxx	Guided Electives	6
ACCT 1100	Financial Accounting I	4
or BUSN 2200	Office Accounting	(4)

Guided Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	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 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 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Analysis	3
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2200	Office Accounting	4
BUSN 2220	Legal Administrative Procedures	3
BUSN 2330	Advanced Medical Document Processing/Transcription	4
BUSN 2240	Business Administrative Assistant Internship I	4
BUSN 2250	Business Administrative Assistant Internship II	6
BUSN 2290	Applied Business Technology	3
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	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**42**

ASSISTANT OFFICE MANAGER (AFM1)
Technical Certificate of Credit

Prepares individuals to plan, direct, and coordinate activities that help an organization run efficiently. Graduates will also gain the knowledge and skills to perform word processing, spreadsheet, and database applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Office Specialist (MOS) certification. Courses include Computer Literacy, Business Procedures, Computer Applications for the Business Professional, Expert Spreadsheet Analysis, Expert Word Processing, and Principles of Management.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1470	Professional Communication Skills	3
BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Analysis	3
	Total Hours	**22**

ADMINISTRATIVE SUPPORT ASSISTANT (AS81)

Technical Certificate of Credit

prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include: Introduction to computers, word processing, and office procedures.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins | Macon Milledgeville

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
BUSN xxxx	Guided Elective(s)	6

Guided Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	3
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 1470	Professional Communication Skills	3
BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2170	Web Page Design	2
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
BUSN 2300	Medical Terminology	2
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
BUSN 2340	Medical Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**20**

ADVANCED BUSINESS AND CUSTOMER SERVICE TECHNOLOGY (AB11)

Technical Certificate of Credit

Builds on the Business and Customer Service Technology TCC and is designed to instill the importance of effectively managing time, stress, and change as it relates to work behavior and quality of work. Emphasis is placed on building skills using word processing and spreadsheet software through course demonstrations, laboratory exercises, and projects.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
BCST 1040	Employee Effectiveness	3
BCST 1050	Word Processing Concepts	4
BCST 1060	Spreadsheet Applications	4
	Total Hours	**11**

BUSINESS AND CUSTOMER SERVICE TECHNOLOGY (BA21)

Technical Certificate of Credit

Introduces the student to the dynamics of providing exceptional customer service in a variety of customer service settings. The training includes an overview of the service industry, why service is important, and the demand for skilled customer service representatives. Training also includes developing skills that help the learner: project the right image and develop interpersonal skills, build rapport, problem solve, address diversity, and work collaboratively. Learners also train on the Microsoft Window Environment and learn to produce documents in Microsoft Office applications.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
BCST 1000	Interpersonal Development	2
BCST 1010	Survey of Technology	3
BCST 1020	Office Management	2
BCST 1030	Advanced Office Management	2
	Total Hours	**9**

LEGAL ADMINISTRATIVE ASSISTANT (LA11)

Technical Certificate of Credit

Prepares 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	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
ACCT 1100	Financial Accounting I	4
or BUSN 2200	Office Accounting	(4)
BUSN xxxx	Business Elective(s)	3

Business Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1100	Introduction to Keyboarding	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 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 and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2210	Applied Office Procedures	3
BUSN 2230	Office Management	3
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	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**30**

LITERARY BRAILLE TRANSCRIBER (LBT1)

Technical Certificate of Credit

Provides instruction on transcribing printed resources into braille. Students learn braille formats for transcribing textbooks, general literature and technical materials.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
BCST 1000	Interpersonal Development	2
BCST 1010	Survey of Technology	3
BCST 1020	Office Management	2
BCST 1030	Advanced Office Management	2
BRLL 1000	Introduction to Braille Transcription	4
BRLL 1010	Library of Congress Braille Transcribing	4
BRLL 1020	Tactile Graphics	4
MKTG 2210	Entrepreneurship	6
	Total Hours	**27**

MEDICAL BILLING CLERK (MB21)

Technical Certificate of Credit

Provides instruction in medical insurance and medical billing for reimbursement purposes.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
BUSN 1440	Document Production	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
ALHS 1011	Structure and Function of the Human Body	5
or BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	(3)
ALHS 1090	Medical Terminology for AHS	2
or BUSN 2300	Medical Terminology	(2)
BUSN xxxx	Business Elective(s)	5

Business Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1100	Introduction to Keyboarding	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 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 2160	Electronic Mail Applications	2
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2230	Office Management	3
BUSN 2320	Medical Document Processing/Transcription	4
BUSN 2340	Medical Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**20**

MEDICAL FRONT OFFICE ASSISTANT (MF21)

Technical Certificate of Credit

Provides 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
BUSN 1440	Document Production	4
BUSN 2340	Medical Administrative Procedures	4
ALHS 1090	Medical Terminology for AHS	2
or BUSN 2300	Medical Terminology	(2)
BUSN xxxx	Business Elective(s)	6

Business Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1100	Introduction to Keyboarding	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 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 2160	Electronic Mail Applications	2
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2230	Office Management	3
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	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**22**

MEDICAL LANGUAGE SPECIALIST (MLS1)

Technical Certificate of Credit

Includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	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	Business Elective(s)	4
MAST 1120	Human Diseases	3
ALHS 1010	Introduction to Anatomy & Physiology	4
or ALHS 1011	Structure and Function of the Human Body	5
or BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
ALHS 1090	Medical Terminology for AHS	2
or BUSN 2300	Medical Terminology	2

Business Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1100	Introduction to Keyboarding	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 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 2160	Electronic Mail Applications	2
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2230	Office Management	3
BUSN 2340	Medical Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**30**

MICROSOFT OFFICE APPLICATIONS PROFESSIONAL (MF81)

Technical Certificate of Credit

Provides students with the knowledge and skills to perform word processing, spreadsheet, and database applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Office Applications Specialist (MOS) certification.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Analysis	3
BUSN xxxx	Guided Elective(s)	3

Business Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	3
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 1470	Professional Communication Skills	3
BUSN 2170	Web Page Design	2
BUSN 2200	Office Accounting	4
BUSN 2230	Office Management	3
BUSN 2300	Medical Terminology	2
BUSN 2310	Anatomy and Terminology for the Medical Administrative Assistant	3
BUSN 2340	Medical Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2360	Acute Care Medical Transcription	4
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**16**

MICROSOFT WORD APPLICATION PROFESSIONAL (MWA1)

Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
BUSN 1400	Word Processing Applications	4
or BUSN 1450	Computer Applications for the Business Professional	(4)
and BUSN 2140	Expert Word Analysis	(3)
BUSN 1440	Document Production	4
or BUSN 1460	Keyboarding & Document Formatting	(4)
BUSN xxxx	Business Elective(s)	3

Business Electives:

BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1100	Introduction to Keyboarding	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 and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2170	Web Page Design	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2230	Office Management	3
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 2370	Medical Office Billing/Coding/Insurance	3
	Minimum Total Hours	**14**

SOCIAL MEDIA SPECIALIST (SMS1)

Technical Certificate of Credit

Prepares graduates to create and administer content on all social media platform to build an audience and ensure customer engagement. The specialist may also monitor site metrics, respond to reader comments, and oversee creative design.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins | Macon Milledgeville | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1470	Professional Communication Skills	3
CIST 1510	Web Development I	4
MKTG 1100	Principles of Marketing	3
MKTG 2500	Exploring Social Media	3
	Total Hours	**18**

COMPUTER PROGRAMMING

COMPUTER PROGRAMMING (CP23)

Associate Degree

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**48**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
or CIST 1306	Programming Foundations - Swift	(3)
CIST 1510	Web Development I	4
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	CIST Elective(s)	6
Programming Language Courses (20 hours required with at least two Tier II courses)		
Programming Courses Tier I		
CIST 2301	Application Development in Swift I	4
CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2742	Beginning Python Programming	4
Programming Courses Tier II		
CIST 2342	C# Programming II	4
CIST 2362	C++ Programming II	4
CIST 2372	Java Programming II	4
CIST 2302	Application Development in Swift II	4
CIST 2747	Python Programming II	4

CIST Electives:

CIST 1306	Programming Foundations - Swift	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3
	Total Hours	**63**

COMPUTER PROGRAMMING (CP24)

Diploma

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1103	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
or PSYC 1101	Introductory Psychology	(3)
Occupational Courses		**44**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
or CIST 1306	Programming Foundations - Swift	(3)
CIST 1510	Web Development I	4
CIST 2921	IT Analysis, Design, and Project Management	4
CIST xxxx	CIST Elective(s)	3

Programming Language Courses
(20 hours required with at least two Tier II courses)

Programming Courses Tier I

CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2742	Beginning Python Programming	4

Programming Courses Tier II

CIST 2342	C# Programming II	4
CIST 2362	C++ Programming II	4
CIST 2372	Java Programming II	4
CIST 2747	Python Programming II	4

CIST Electives:

CIST 1401	Computer Networking Fundamentals	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3
	Total Hours	**53**

COMPUTER SUPPORT SPECIALIST

COMPUTER SUPPORT SPECIALIST (CS23)
Associate Degree

Computer Support Specialist associate degree 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**47**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1305	Program Design and Development	3
CIST 1601	Information Security Fundamentals	3
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
CIST 1220	Structured Query Language	4
or CIST 2129	Comprehensive Database Techniques	(4)
CIST 2127	Comprehensive Word Processing Techniques	3
or CIST 2128	Comprehensive Spreadsheet Techniques	(3)
CIST 2921	IT Analysis, Design, and Project Management	4
or CIST 2130	Desktop Support Concepts	(4)
CIST xxxx	CIST Elective(s)	12
CIST Electives:		
CIST 1220	Structured Query Language	4
CIST 1306	Programming Foundations - Swift	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3
	Total Hours	**62**

COMPUTER SUPPORT SPECIALIST (CS14)

Diploma

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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1103	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
or PSYC 1101	Introductory Psychology	(3)
Occupational Courses		**47**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1305	Program Design and Development	3
CIST 1601	Information Security Fundamentals	3
CIST 1220	Structured Query Language	4
or CIST 2129	Comprehensive Database Techniques	(4)
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
CIST 2127	Comprehensive Word Processing Techniques	3
or CIST 2128	Comprehensive Spreadsheet Techniques	(3)
CIST 2921	IT Analysis, Design, and Project Management	4
or CIST 2130	Desktop Support Concepts	(4)
CIST xxxx	CIST Elective(s)	12

CIST Electives:

CIST 1220	Structured Query Language	4
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3
	Total Hours	**55**

CYBERSECURITY

CYBERSECURITY (CY13)
Associate Degree

The Cybersecurity degree 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 Cybersecurity Specialists or Information Security Analysts.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or 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		**45**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1135	Operating Systems and Virtual-Cloud Computing	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
	Total Hours	**60**

**Please note that CIST 1401 (Computer Networking Fundamentals) and CIST 1122 (Hardware Installation and Maintenance) are prerequisite requirements.

DESIGN AND MEDIA PRODUCTION

DESIGN AND MEDIA PRODUCTION TECHNOLOGY (DAM3)

Associate Degree

Prepares students for employment in a variety of media production industries. This program of study emphasizes hands-on experience in the specialized area of post production technology.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**19**
DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 2930	Exit Review	4
DMPT 1055	Introduction to Media Technology	4
or COMP 1000	Introduction to Computer Literacy	(3)
or CIST 1101	Working with Microsoft Windows	(3)
Post Production Specialization (8MG3)		**27**
DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4
XXXX xxxx	Occupationally-Related Elective(s)	19
Occupationally-Related Electives:		
DMPT 1600	Introduction to Video Production	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 2630	Post-Production Audio	4
DMPT 2640	Color Grading	4
DMPT 2650	Visual Effects	4
DMPT 2660	Special Projects	4
DMPT 2905	Practicum/Internship II	4
MKTG 1190	Integrated Marketing Communication	3
MKTG 1270	Visual Merchandising	3
	Total Hours	**61**

DESIGN AND MEDIA PRODUCTION TECHNOLOGY (DEM2)

Diploma

Prepares students for employment in a variety of media production industries. This program of study emphasizes hands-on experience in the specialized area of post production technology.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Math	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
or PSYC 1010	Basic Psychology	(3)
Occupational Courses		**19**
DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 2930	Exit Review	4
DMPT 1055	Introduction to Media Technology	4
or COMP 1000	Introduction to Computer Literacy	(3)
or CIST 1101	Working with Microsoft Windows	(3)
Post Production Specialization (8MG2)		**19**
DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4
Choose a minimum of 11 hours from the courses below:		
DMPT 1600	Introduction to Video Production	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 2630	Post-Production Audio	4
DMPT 2640	Color Grading	4
DMPT 2650	Visual Effects	4
DMPT 2660	Special Projects	4
DMPT 2905	Practicum/Internship II	4
MKTG 1190	Integrated Marketing Communication	3
MKTG 1270	Visual Merchandising	3
	Total Hours	**46**

DESIGN AND MEDIA PRODUCTION SPECIALIST (DAM1)
Technical Certificate of Credit

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce Certificate
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Dual Enrollment | GDC

		Credit Hours
DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 1055	Introduction to Media Technology	4
or CIST 1101	Working with Microsoft Windows	(3)
or COMP 1000	Introduction to Computer Literacy	(3)
	Minimum Total Hours	**15**

MOTION GRAPHICS ASSISTANT (MG21)
Technical Certificate of Credit

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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 2600	Basic Video Editing	4
DMPT 2605	Introduction to Video Compositing and Broadcast Animation	4
DMPT xxxx	DMPT Elective(s)	8
DMPT 1055	Introduction to Media Technology	4
or CIST 1101	Working with Microsoft Windows	(3)
or COMP 1000	Introduction to Computer Literacy	(3)

DMPT Electives:

DMPT 1600	Introduction to Video Production	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 2630	Post-Production Audio	4
DMPT 2640	Color Grading	4
DMPT 2650	Visual Effects	4
DMPT 2660	Special Projects	4
DMPT 2905	Practicum/Internship II	4
MKTG 1190	Integrated Marketing Communication	3
MKTG 1270	Visual Merchandising	3
	Minimum Total Hours	**31**

VIDEO AND FILM EDITOR (FAV1)
Technical Certificate of Credit

The Video and Film Editor certificate is designed to prepare students for employment in video and film production. Students will learn the creative and technical aspects of video production and editing through classroom and hands-on projects. The technical courses apply to the diploma and degree in the Design and Media Production Technology program.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Location(s) Offered: Macon

		Credit Hours
DMPT 1055	Introduction to Media Technology	4
or CIST 1101	Working with Microsoft Windows	(3)
or COMP 1000	Introduction to Computer Literacy	(3)
DMPT 1600	Introduction to Video Production	4
DMPT 2600	Basic Video Editing	4
DMPT 2615	Intermediate Video Editing	4
DMPT 2630	Post-Production Audio	4
	Total Hours	**19**

INFORMATION TECHNOLOGY PROFESSIONAL

INFORMATION TECHNOLOGY PROFESSIONAL (ITP3)

Associate Degree

Emphasizes specialized training in home and corporate networking; computer maintenance; operating system installation, maintenance, and troubleshooting; information security; computer programming; and website design. These skills represent the subset of knowledge expected from graduates in CGTC's service area. Graduates are employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon, Warner Robins

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**50**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual/Cloud Computing	(4)
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST xxxx	CIST Elective(s)	6
CIST 2411	Microsoft Client	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
Choose one of the following Server electives:		
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2432	Unix/Linux Server	4
Choose one of the following Programming courses:		
CIST 2301	Application Development in Swift I	4
CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2742	Beginning Python Programming	4
CIST Electives:		
CIST 1220	Structured Query Language	4
CIST 1306	Programming Foundations - Swift	3
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
CIST 2991	Internship I	3
	Total Hours	**65**

INFORMATION TECHNOLOGY PROFESSIONAL (ITP4)

Diploma

Prepares 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 website design. These skills represent the subset of knowledge expected from graduates in the college's service area. Graduates are employable as an information technology specialist, help desk support specialist, network installation specialist, computer repair technician, or network administrator.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon, Warner Robins

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Math	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
or PSYC 1101	Introductory Psychology	(3)
Occupational Courses		**50**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST xxxx	CIST Elective(s)	6
CIST 2411	Microsoft Client	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
Choose one of the following Server electives:		
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2432	Unix/Linux Server	4
Choose one of the following Programming courses:		
CIST 2301	Application Development in Swift I	4
CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2742	Beginning Python Programming	4
CIST Electives:		
CIST 1220	Structured Query Language	4
CIST 1306	Programming Foundations - Swift	3
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
CIST 2991	Internship I	3
	Total Hours	**58**

LOGISTICS MANAGEMENT

LOGISTICS MANAGEMENT (DM23)

Associate Degree

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**46**
COMP 1000	Introduction to Computer Literacy	3
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
SCMA 1001	Inventory Control Procedures	3
SCMA 1002	Purchasing	3
or LOGI 1010	Purchasing	(3)
SCMA 1005	Distribution Principles	3
or SCMA 1000	Introduction to Supply Chain Management	(3)
SCMA 1006	Supply Chain Management Principles	6
or LOGI 1000	Business Logistics	(3)
AND SCMA 2103	Supply Chain Management Concepts	(3)
SCMA 2102	Case Studies in the Supply Chain	2
or SCMA 1008	Supply Chain Management OBI I	(1)
AND SCMA 1009	Supply Chain Management OBI II	(1)
Select a minimum of 20 credit hours from:		
ACCT 1100	Financial Accounting I	4
ASTT 1051	Aerospace Quality Management	2
IDFC 1007	Industrial Safety Procedures	2
LOGI 1020	Materials Management	3
MGMT 2135	Management Communication Techniques	3
MKTG 1130	Business Regulations and Compliance	3
SCMA 1004	Quality Improvement Concepts	3
SCMA 1010	Manufacturing Planning and Control / JIT	5
SCMA 1015	E-Commerce in Supply Chain Management	3
SCMA 1050	Traffic Management	3
SCMA 1051	Warehouse Operations	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain	3
	Total Hours	**61**

LOGISTICS MANAGEMENT (DM12)

Diploma

Prepares students for employment in a variety of businesses and industries. This program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for a job acquisition, retention, and advancement.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Math	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**41**
COMP 1000	Introduction to Computer Literacy	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
or LOGI 1010	Purchasing	(3)
SCMA 1005	Distribution Principles	3
or SCMA 1000	Introduction to Supply Chain Management	(3)
SCMA 1006	Supply Chain Management Principles	6
or LOGI 1000	Business Logistics	(3)
AND SCMA 2103	Supply Chain Management Concepts	(3)
SCMA 2102	Case Studies in the Supply Chain	2
or SCMA 1008	Supply Chain Management OBI I	(1)
AND SCMA 1009	Supply Chain Management OBI II	(1)
Select a minimum of 12 credit hours from:		
ACCT 1100	Financial Accounting I	4
ASTT 1051	Aerospace Quality Management	2
IDFC 1007	Industrial Safety Procedures	2
LOGI 1020	Materials Management	3
MGMT 2135	Management Communication Techniques	3
MKTG 1130	Business Regulations and Compliance	3
SCMA 1004	Quality Improvement Concepts	3
SCMA 1010	Manufacturing Planning and Control / JIT	5
SCMA 1015	E-Commerce in Supply Chain Management	3
SCMA 1050	Traffic Management	3
SCMA 1051	Warehouse Operations	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain	3
	Total Hours	**49**

CERTIFIED WAREHOUSING AND DISTRIBUTION SPECIALIST (CW11)

Technical Certificate of Credit

Provides instruction that will allow graduates to function safely and effectively in the warehouse environment. Topics include workforce skills, warehousing and distribution processes, technology skills, and representative warehousing skills.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Dual Enrollment | VECTR

		Credit Hours
CWDS 1540	Working in the Warehousing Environment	2
CWDS 1560	Warehousing Core and Workforce Skills	2
CWDS 1580	Warehousing and Distribution Process	2
CWDS 1600	Warehousing Technology Skills	2
CWDS 1620	Representative Warehouse Skills	1
	Total Hours	**9**

INVENTORY CONTROL TECHNICIAN (IC41)

Technical Certificate of Credit

Prepares students for employment in an inventory control function for any business.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Putnam Warner Robins | VECTR

		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
or SCMA 1000	Introduction to Supply Chain Management	(3)
SCMA 1051	Warehouse Operations	3
	Total Hours	**14**

LOGISTICS MANAGEMENT SPECIALIST (LM21)

Technical Certificate of Credit

The Logistics Management Specialist TCC program is a sequence of courses that is designed to prepare students for employment in the field of business logistics. The program focuses on specific occupational courses in the area of logistics that provide an overview of the process from product idea conception to product delivery to the consumer.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | VECTR | Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
LOGI 1000	Business Logistics	3
LOGI 1010	Purchasing	3
LOGI 1020	Materials Management	3
MGMT 1100	Principles of Management	3
or MGMT 2200	Production/Operations Management	3
Guided Elective		**3**
SCMA 1000	Introduction to Supply Chain Management	(3)
SCMA 1003	Introduction to Transportation and Logistics Management	(3)
SCMA 1015	E-Commerce in Supply Chain Management	(3)
MGMT 1115	Leadership	(3)
	Total Hours	**18**

PURCHASING TECHNICIAN (PT81)

Technical Certificate of Credit

Prepares students for a position with a distribution center and any other business with a purchasing function.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Putnam

		Credit Hours
ACCT 1100	Financial Accounting I	4
SCMA 1002	Purchasing	3
or LOGI 1010	Purchasing	(3)
SCMA 1006	Supply Chain Management Principles	6
or LOGI 1000	Business Logistics	(3)
AND SCMA 2103	Supply Chain Management Concepts	(3)
SCMA 1010	Manufacturing Planning and Control / JIT	5
	Total Hours	**18**

SUPPLY CHAIN SPECIALIST (SCS1)

Technical Certificate of Credit

The Supply Chain Specialist certificate program provides foundational knowledge of activities associated with getting products from their point of origin to the consumer. Topics include basic fundamentals of supply chain management, including a general knowledge of current management practices in logistics management, E-Commerce (EC), global supply chains, logistics, and transportation.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Online

		Credit Hours
LOGI 1000	Business Logistics	3
SCMA 1000	Introduction to Supply Chain	3
SCMA 1003	Introduction to Transportation and Logistics Management	3
SCMA 1015	E-Commerce in Supply Chain Management	3
SCMA 2103	Supply Chain Management Concepts	3
SCMA 2106	Key Issues in the Global Integrated Supply Chain	3
	Total Hours	**18**

WAREHOUSE AND DISTRIBUTION TECHNICIAN (WA21)

Technical Certificate of Credit

Prepares 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
IDFC 1007	Industrial Safety Procedures	2
SCMA 1001	Inventory Control Procedures	3
SCMA 1005	Distribution Principles	3
or SCMA 1000	Introduction to Supply Chain Management	(3)
SCMA 1006	Supply Chain Management Principles	6
or LOGI 1000	Business Logistics	(3)
AND SCMA 2103	Supply Chain Management Concepts	(3)
SCMA 1004	Quality Improvement Concepts	3
or ASTT 1051	Aerospace Quality Management	(2)
	Total Hours	**20**

MARKETING

MARKETING (MM13)

Associate Degree

Prepares 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**36**
ACCT 1100	Financial Accounting I	4
COMP 1000	Introduction to Computer Literacy	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	Occupational Related Elective	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 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	MKTG Elective(s) from the Occupational Related Electives list below	(3)
MKTG xxxx	MKTG Elective(s) from the Occupationally Related Electives list below	3
MKTG 1210	Services Marketing	3
or MKTG 2070	Buying and Merchandising	(3)
Entrepreneurship Specialization (8EN3)		*12*
MKTG 2010	Small Business Management	3
MKTG 2210	Entrepreneurship	6
MKTG 1210	Services Marketing	3
or MKTG 2070	Buying and Merchandising	(3)
E-Business Specialization (8EB3)		*11*
BUSN 2170	Web Page Design	2
or CIST 1510	Web Development I	4
MKTG 2210	Entrepreneurship	6
MKTG 1210	Services Marketing	3
or 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	MKTG Elective(s) from the Occupational Related Electives list below	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	MKTG Elective(s) from the Occupational Related Electives list below	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

Occupational Related Electives:

MKTG 1210	Services Marketing	3
MKTG 1280	Introduction to Sports and Recreation Management	3
MKTG 1370	Consumer Behavior	3
MKTG 2000	Global Marketing	3
MKTG 2010	Small Business Management	3
MKTG 2060	Marketing Channels	3
MKTG 2070	Buying and Merchandising	3
MKTG 2080	Regulations and Compliance in Sports	3
MKTG 2180	Principles of Sports Marketing	3
MKTG 2210	Entrepreneurship	6
MKTG 2280	Sports Management	3
MKTG 2300	Marketing Management	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3
ACCT 1105	Financial Accounting II	4
ACCT 2000	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 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 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 1100	Introduction to Keyboarding	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1210	Electronics Calculators	2
BUSN 1230	Legal Terminology	3
BUSN 1240	Office Procedures	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	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 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2200	Office Accounting	4
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2370	Medical Office Billing/Coding/Insurance	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 1135	Managerial Accounting and Finance	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2215	Team Project	3
SCMA 1001	Inventory Control Procedures	3
SCMA 1002	Purchasing	3
SCMA 1004	Quality Improvement Concepts	3
SCMA 1005	Distribution Principles	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1010	Manufacturing Planning and Control / JIT	5
SCMA 1050	Traffic Management	3
SCMA 1051	Warehouse Operations	3
	Total Hours	**62**

MARKETING (MM12)

Diploma

Prepares 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	3
MATH 1011	Business Math	3
or MATH 1012	Foundations of Mathematics	3
or MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	3
or MATH 1111	College Algebra	3
EMPL 1000	Interpersonal Relations and Professional Development	2
or 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	Occupational Elective from the list below	3
MKTG 2000	Global Marketing	3
or MKTG 2290	Marketing Internship/Practicum	(3)
or MKTG 2300	Marketing Management	(3)
or COMP 1000	Introduction to Computer Literacy	(3)
MKTG 2030	Digital Publishing and Design	3
or BUSN 1190	Digital Technologies in Business	(2)
or 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	MKTG Elective(s) from the Occupational Related Electives	(3)
MKTG xxxx	MKTG Elective(s) from the Occupational Related Electives	3
MKTG 1210	Services Marketing	3
or MKTG 2070	Buying and Merchandising	(3)
Entrepreneurship Specialization (8EN2)		*12*
MKTG 2010	Small Business Management	3
MKTG 2210	Entrepreneurship	6
MKTG 1210	Services Marketing	3
or MKTG 2070	Buying and Merchandising	(3)
E-Business Specialization (8EB2)		*11*
BUSN 2170	Web Page Design	2
or CIST 1510	Web Development I	4
MKTG 2210	Entrepreneurship	6

MKTG 1210	Services Marketing	3
or 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 from the list below	(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 from the list below	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

Occupational Related Electives:

MKTG 1210	Services Marketing	3
MKTG 1280	Introduction to Sports and Recreation Management	3
MKTG 1370	Consumer Behavior	3
MKTG 2000	Global Marketing	3
MKTG 2010	Small Business Management	3
MKTG 2060	Marketing Channels	3
MKTG 2070	Buying and Merchandising	3
MKTG 2080	Regulations and Compliance in Sports	3
MKTG 2180	Principles of Sports Marketing	3
MKTG 2210	Entrepreneurship	6
MKTG 2280	Sports Management	3
MKTG 2300	Marketing Management	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3
ACCT 1105	Financial Accounting II	4
ACCT 2000	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 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 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 1100	Introduction to Keyboarding	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1210	Electronics Calculators	2
BUSN 1230	Legal Terminology	3
BUSN 1240	Office Procedures	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	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 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2200	Office Accounting	4
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2370	Medical Office Billing/Coding/Insurance	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 1135	Managerial Accounting and Finance	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2215	Team Project	3
SCMA 1001	Inventory Control Procedures	3
SCMA 1002	Purchasing	3
SCMA 1004	Quality Improvement Concepts	3
SCMA 1005	Distribution Principles	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1010	Manufacturing Planning and Control / JIT	5
SCMA 1050	Traffic Management	3
SCMA 1051	Warehouse Operations	3
	Total Hours	**42**

ENTREPRENEURSHIP (EN11)

Technical Certificate of Credit

Prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Online

		Credit Hours
MKTG 1130	Business Regulations and Compliance	3
MKTG 2210	Entrepreneurship	6
MGMT 1100	Principles of Management	3
or MKTG 2010	Small Business Management	(3)
	Total Hours	**12**

CALL CENTER INSURANCE MARKETING REPRESENTATIVE (CC61)

Technical Certificate of Credit

The Certified Insurance Marketing Representative certificate program 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 as opportunity to apply their knowledge and organizational skills to practical problems.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1011	Business Math	3
or MATH 1111	College Algebra	(3)
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MKTG 1169	Fundamentals of Life and Health Insurance	3
or MKTG 1171	Fundamentals of Property and Casualty Insurance	(3)
	Total Hours	**17**

NETWORKING SPECIALIST

NETWORKING SPECIALIST (NS13)
Associate Degree

Provides 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**51**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Cisco Network Fundamentals	(4)
CIST 1601	Information Security Fundamentals	3
CIST xxxx	CIST Elective(s)	14

Complete one specialization:

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 XXXX	Networking Guided Elective	4
CLOUD COMPUTING SPECIALIZATION (8CH3)		*16*
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST xxxx	CIST Guided Elective	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 Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4

CIST Electives:

CIST 1220	Structured Query Language	4
CIST 1306	Programming Foundations - Swift	3
CIST 1305	Program Design and Development	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3

Networking Guided Electives:

CIST 2412	Microsoft Server Installation and	
CIST 2432	UNIX/Linux Server	4

CIST 2455	Cisco CCNA Security	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
	Total Hours	**66**

NETWORKING SPECIALIST (NS14)

Diploma

Provides 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition & Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1101	Mathematical Modeling	(3)
orMATH 1103	Quantitative Skills and Reasoning	(3)
orMATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
or PSYC 1101	Introductory Psychology	(3)
Occupational Courses		**46**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Cisco Network Fundamentals	(4)
CIST 1601	Information Security Fundamentals	3
CIST xxxx	CIST Elective(s)	9

Complete one specialization:

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 XXXX	Networking Guided Elective	4
CLOUD COMPUTING SPECIALIZATION (8CC2)		*16*
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST xxxx	CIST Guided Elective	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 Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4

CIST Electives:

CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
CIST 1306	Programming Foundations - Swift	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3

Networking Guided Electives:

CIST 2412	Microsoft Server Installation and	
CIST 2432	UNIX/Linux Server	4
CIST 2455	Cisco CCNA Security	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
	Total Hours	**54**

SPORTS AND FITNESS MANAGEMENT

SPORTS AND FITNESS MANAGEMENT (RA13)

Associate Degree

Graduates of this program will qualify for careers in local parks and recreation agencies, YMCAs, community-based programs, adult and youth correctional facilities, campus recreation, military recreation and varied recreation settings.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or 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 Computer Literacy	3
RELM 2010	Introduction to Sports and Fitness Management	3
RELM 2020	Recreation Leadership and Supervision	3
RELM 2030	Sports and Fitness Facility Management and Design	3
RELM 2040	Program Planning in Sports and Fitness	3
RELM 2050	Sports and Fitness Management Internship	2
Choose 6 hours from the following list of electives:		**6**
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
Choose 18 hours from the following list of courses:		**18**
ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
ACCT 2140	Legal Environment of Business	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing & Presentation Applications	4
CIST 1001	Computer Concepts	4
CRJU 1010	Introduction to Criminal Justice	3
ECON 1101	Principles of Economics	3
MATH 1127	Introduction to Statistics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2090	Marketing Research	3
MKTG 2300	Marketing Management	3
SPCH 1101	Public Speaking	3
Choose 4 hours from the following list of courses:		**4**
RELM 2042	Beginning Tennis	2
RELM 2043	Weight Training	2
RELM 2044	Officiating Sports	2
RELM 2045	Beginning Golf	2
RELM 2046	Volleyball	2
	Minimum Total Hours	**60**

SPORTS AND FITNESS MANAGEMENT (RA12)

Diploma

Graduates of this program will qualify for careers in local parks and recreation agencies, YMCAs, community-based programs, adult and youth correctional facilities, campus recreation, military recreation and varied recreation settings.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
General Education Core Courses		8
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition & Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**23**
COMP 1000	Introduction to Computer Literacy	3
RELM 2010	Introduction to Sports and Fitness Management	3
RELM 2020	Recreation Leadership and Supervision	3
RELM 2030	Sports and Fitness Facility Management and Design	3
RELM 2040	Program Planning in Sports and Fitness	3
RELM 2050	Sports and Fitness Management Internship	2
Choose 6 hours from the following list of electives:		**6**
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
Choose 18 hours from the following list of courses:		**18**
ACCT 1100	Financial Accounting I	4

ACCT 1120	Spreadsheet Applications	4
ACCT 2140	Legal Environment of Business	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
CIST 1001	Computer Concepts	4
CRJU 1010	Introduction to Criminal Justice	3
ECON 1101	Principles of Economics	3
MATH 1127	Introduction to Statistics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2090	Marketing Research	3
MKTG 2300	Marketing Management	3
SPCH 1101	Public Speaking	3
Choose 4 hours from the following list of courses:		**4**
RELM 2042	Beginning Tennis	2
RELM 2043	Weight Training	2
RELM 2044	Officiating Sports	2
RELM 2045	Beginning Golf	2
RELM 2046	Volleyball	2
	Minimum Total Hours	53

SPORTS AND FITNESS MANAGEMENT SPECIALIST (SAF1)

Technical Certificate of Credit

Graduates of the Sports and Fitness Management Specialist technical certificate program will qualify for careers in local parks and recreation agencies, campus sports activities, and varied sports venues.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		Credit Hours
MKTG 1280	Introduction to Sports and Recreation Management	3
MKTG 2180	Principles of Sports Marketing	3
or MKTG 1100	Principles of Marketing	(3)
MKTG 2280	Sports Management	3
RELM xxxx	Sports and Fitness Management Elective	6
XXXX xxxx	Occupationally-Related Elective(s)	3

Sports and Fitness Management Electives:

RELM 2020	Recreation Leadership and Supervision	3
RELM 2030	Sports and Fitness Facility Management and Design	3
RELM 2040	Program Planning in Sports and Fitness	3
RELM 2042	Beginning Tennis	2
RELM 2043	Weight Training	2
RELM 2044	Officiating Sports	2
RELM 2045	Beginning Golf	2
RELM 2046	Volleyball	2

Occupationally-Related Electives:

ACCT 1100	Financial Accounting I	4
ACCT 1120	Spreadsheet Applications	4
ACCT 2140	Legal Environment of Business	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
CIST 1001	Computer Concepts	4
CRJU 1010	Introduction to Criminal Justice	3
ECON 1101	Principles of Economics	3
MATH 1127	Introduction to Statistics	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MKTG 1100	Principles of Marketing	3
MKTG 1130	Business Regulations and Compliance	3
MKTG 1370	Consumer Behavior	3
MKTG 2090	Marketing Research	3
MKTG 2300	Marketing Management	3
RELM 2020	Recreation Leadership and Supervision	3
RELM 2030	Sports and Fitness Facility Management and Design	3
RELM 2040	Program Planning in Sports and Fitness	3
RELM 2042	Beginning Tennis	2
RELM 2043	Weight Training	2
RELM 2044	Officiating Sports	2
RELM 2045	Beginning Golf	2
RELM 2046	Volleyball	2
RELM 2050	Sports and Fitness Management Internship	2
SPCH 1101	Public Speaking	3
	Minimum Total Hours	18

WEBSITE DESIGN/ DEVELOPMENT

WEBSITE DESIGN/DEVELOPMENT (IS53)

Associate Degree

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

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Online

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**48**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
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	4
CIST 2950	Web Systems Project	3
or CIST 2991	Internship I	(3)
CIST xxxx	CIST Elective(s)	3
Choose one of the following programming courses:		
CIST 2341	C# Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST Electives:		
CIST 1220	Structured Query Language	4
CIST 1306	Programming Foundations - Swift	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3
	Total Hours	**63**

WEBSITE DESIGN/DEVELOPMENT (IS64)

Diploma

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

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Warner Robins | Online

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
orMATH 1101	Mathematical Modeling	(3)
orMATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
or PSYC 1101	Introductory Psychology	(3)
Occupational Courses		**45**
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
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	4
CIST xxxx	CIST Elective(s)	3

Choose one of the following programming courses:

CIST 2341	C# Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4

CIST Electives:

CIST 1220	Structured Query Language	4
CIST 1306	Programming Foundations - Swift	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2361	C++ Programming I	4
CIST 2362	C++ Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2432	UNIX/Linux Server	4
CIST 2433	UNIX/Linux Advanced Server	4
CIST 2434	UNIX/Linux Scripting	4
CIST 2453	Cisco Scaling Networks	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2531	Web Graphics II	3
CIST 2550	Web Development II	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2631	Cyber Crime Technology	3
CIST 2632	Computer Forensic Project	3
CIST 2742	Beginning Python Programming	4
CIST 2991	Internship I	3
	Total Hours	**53**

INFORMATION TECHNOLOGY TECHNICAL CERTIFICATES

ADVANCED COMP TIA A+ CERTIFIED TECHNICIAN PREPARATION (AC91)

Technical Certificate of Credit

Prepares students for the CompTIA A+ certification exam. This program 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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 2122	A+ Preparation	3
	Total Hours	**10**

ADVANCED COMPUTER COMPTIA A+ CERTIFIED TECHNICIAN (MO21)

Technical Certificate of Credit

Prepares 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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standardg
Location(s) Offered: Dual Enrollment

		Credit Hours
CIST 1122	Hardware Installation and Maintenance	4
CIST 2122	A+ Preparation	3
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
ENGL 1010	Fundamentals of English I	3
	Total Hours	**13**

AWS CLOUD SOLUTIONS SPECIALIST (AA91)

Technical Certificate of Credit

This certificate program provides Cloud computing skills in the Amazon Web Services Environment through hands-on practical experience and can prepare for AWS Certifications including Cloud Practitioner, Solutions Architect Associate, and Developer Associate. A general understanding of operating systems and networking is recommended.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Online

		Credit Hours
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST xxxx	CIST Guided Elective	4

Guided Electives:

CIST 1135	Operating Systems and Virtual-Cloud Computing	4
CIST 1401	Computer Networking Fundamentals	4
CIST 2483	AWS Data Analytics	4
	Total Hours	**16**

CISCO NETWORK SPECIALIST (CN71)

Technical Certificate of Credit

Teaches how to build, maintain, and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | VECTR | Warner Robins

		Credit Hours
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2453	Cisco Scaling Networks	4
CIST XXXX	Networking Guided Elective	4

Networking Guided Electives:

CIST 1401	Computer Networking Fundamentals	4
CIST 2412	Microsoft Server Installation and	
CIST 2432	UNIX/Linux Server	4
CIST 2455	Cisco CCNA Security	4
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4
	Total Hours	**16**

COMPTIA A+ CERTIFIED PREPARATION (CA61)
Technical Certificate of Credit

Provides computer users with the basic entry-level skills working toward CompTia A+ certification.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
	Total Hours	**10**

COMPTIA A+ CERTIFIED PREPARATION (MC51)
Technical Certificate of Credit

Provides computer users with the basic entry-level skills working toward CompTia A+ certification.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
ENGL 1010	Fundamentals of English I	3
COMP 1000	Introduction to Computer Literacy	3
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
	Total Hours	**13**

COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION (CA71)
Technical Certificate of Credit

Provides 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST xxxx	CIST elective(s)	4

CIST Electives:

CIST 1305	Program Design and Development	3
CIST 1306	Programming Foundations - Swift	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2130	Desktop Support Concepts	4
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
	Total Hours	**18**

COMPUTER HARDWARE SPECIALIST (CH11)
Technical Certificate of Credit

Enhances 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
	Total Hours	**11**

CYBERSECURITY (IS81)
Technical Certificate of Credit

The Cybersecurity certificate is designed to give students the knowledge they need to understand and maintain computer information systems security. Upon completion, graduates are prepared to take the CompTIA Security+ exam for industry certification.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Online

		Credit Hours
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2601*	Implementing Operating Systems Security	4
CIST 2602*	Network Security	4
CIST 2611*	Network Defense and Countermeasures	4
CIST 2612*	Computer Forensics	4
CIST 2613*	Ethical Hacking and Penetration Testing	4
	Total Hours	**26**

*Please note that CIST 1401 (Computer Networking Fundamentals) and CIST 1122 (Hardware Installation and Maintenance) are prerequisite requirements.

CYBERSECURITY FUNDAMENTALS (CW71)
Technical Certificate of Credit

This TCC is designed to provide a fundamental understanding of Cybersecurity, allowing the student to further pursue coursework to prepare for a career in the Cybersecurity field.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
	Total Hours	**18**

FOUNDATIONS OF COMPUTER PROGRAMMING (FF41)
Technical Certificate of Credit

Provides an introduction to computer programming. Instruction covers basic operating systems, programming concepts, structured programming, and problem solving.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
CIST 2130	Desktop Support Concepts	4
CIST xxxx	CIST Elective(s)	4

CIST Electives:

CIST 1305	Program Design and Development	3
CIST 1306	Programming Foundations - Swift	3
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2531	Web Graphics II	3
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
CIST 2991	Internship I	3
	Total Hours	**26**

INTRODUCTION TO WEB DESIGN (ITW1)
Technical Certificate of Credit

The Introduction to Web Design technical certificate provides students the opportunity to develop basic computer skills while exploring web design software programs to create web-ready images and web pages. Topics include Microsoft Windows utilities, graphic image correction techniques, and conditional scripting statements and arrays.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce Certificate
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
CIST 2510	Web Technologies	3
	Total Hours	**9**

IOS APP DEVELOPMENT (IAD1)
Technical Certificate of Credit

The iOS App Development in Swift Technical Certificate of Credit prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes the knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Online

		Credit Hours
CIST 1306	Programming Foundations - Swift	3
CIST 2301	Application Development in Swift I	4
CIST 2302	Application Development in Swift II	4
	Total Hours	**11**

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. Individuals who complete this certificate are Java Programmers.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST xxxx	CIST Elective(s)	4

CIST Electives:

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1135	Operating Systems and Virtual-Cloud Computing	4
CIST 1306	Programming Foundations - Swift	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2510	Web Technologies	3
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
	Total Hours	**23**

MICROSOFT EXCEL APPLICATION SPECIALIST (ME21)

Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online | YDC | Dual Enrollment

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST xxxx	CIST Elective(s)	3

CIST Electives:

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1135	Operating Systems and Virtual-Cloud Computing	4
CIST 1305	Program Design and Development	3
CIST 1306	Programming Foundations - Swift	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
	Total Hours	**9**

MICROSOFT NETWORKING ADMINISTRATOR (MS11)
Technical Certificate of Credit

Provides training in Microsoft networking and prepares 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.

Conditional Program Admission: Student must demonstrate proficiency in network fundamentals to enroll in this program.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
	Total Hours	**16**

MICROSOFT WORD APPLICATION SPECIALIST (MW11)
Technical Certificate of Credit

Provides students with the knowledge and skills to perform intermediate Microsoft Word and prepare them to sit for the Microsoft User Certification Exam.

Education Requirements

Admission:	None
Graduation:	None
Placement Measure:	Entry-Level Workforce Certificate
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online | YDC | Dual Enrollment

		Credit Hours
COMP 1000	Introduction to Computer Literacy	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

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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST xxxx	CIST elective(s)	4
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)

CIST Electives:

CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2122	A+ Preparation	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2351	PHP Programming	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2381	Mobile Application Development	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2431	UNIX/Linux Introduction	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
CIST 2991	Internship I	3
	Total Hours	**30**

NETWORK TECHNICIAN (NT41)

Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1401	Computer Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
	Total Hours	**14**

PC REPAIR AND NETWORK TECHNICIAN (PR21)

Technical Certificate of Credit

Prepares the student with the skills needed to perform personal computer troubleshooting and repair.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
or CIST 1135	Operating Systems and Virtual-Cloud Computing	(4)
CIST 1401	Networking Fundamentals	4
or CIST 2451	Introduction to Networks - Cisco	(4)
COMP 1000	Introduction to Computer Literacy	3
	Total Hours	**18**

WEBSITE 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST xxxx	CIST Elective(s)	9

CIST Electives:

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1135	Operating Systems and Virtual-Cloud Computing	4
CIST 1306	Programming Foundations - Swift	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1602	Security Policies and Procedures	3
CIST 2127	Comprehensive Word Processing Techniques	3
CIST 2128	Comprehensive Spreadsheet Techniques	3
CIST 2129	Comprehensive Database Techniques	4
CIST 2130	Desktop Support Concepts	4
CIST 2341	C# Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Identity Services	4
CIST 2451	Introduction to Networks - Cisco	4
CIST 2452	Cisco Routing and Switching Essentials	4
CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 2483	AWS Data Analytics	4
CIST 2531	Web Graphics II	3
CIST 2742	Beginning Python Programming	4
CIST 2921	IT Analysis, Design, and Project Management	4
	Total Hours	**25**

WEBSITE DEVELOPER (ISE1)

Technical Certificate of Credit

The curriculum in the Web Site Design TCC program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite and/or open-source products, 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
CIST 1220	Structured Query Language (SQL)	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1520	Scripting Technologies	4
CIST 1530	Web Graphics I	3
CIST 1601	Information Security Fundamentals	3
CIST 2510	Web Technologies	3
CIST 2550	Web Development II	4
CIST xxxx	CIST Elective(s)	3

Choose one of the following programming courses:

CIST 2341	C# Programming I	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4

CIST Electives:

CIST 2341	C# Programming I	4
CIST 2351	PHP Programming	4
CIST 2371	Java Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2531	Web Graphics II	3
CIST 2742	Beginning Python Programming	4
	Total Hours	**35**

Health Sciences

Biotechnology

Cardiovascular Technology

Dental Assisting

Dental Hygiene

Hemodialysis Technology

Medical Assisting

Medical Laboratory Technology

Nursing

Orthopedic Technology

Paramedicine

Pharmacy Technology

Physical Therapist Assistant

Polysomnographic Technology

Radiologic Technology

Surgical Technology

Health Sciences Technical Certificates of Credit

COMPETITIVE SELECTION AND PROGRESSION

Competitive Selection

Space for certain health science program cohorts is limited by the number of available clinical slots and/or the requirements of the program accrediting agency; therefore, a competitive selection process is employed to determine selection into these programs. Admission to CGTC and the competitive selection process are two distinct processes; students are responsible for understanding both. **Acceptance into the college does not guarantee selection into the student's desired health program.**

Complete information regarding the competitive selection process, including testing requirements, courses required for selection, estimated program costs, important deadlines, and more is included in the *Health Science Programs Competitive Selection* handbook, available online at **www.centralgatech.edu/competitiveselection**.

Competitive Selection Programs

- Associate of Science in Nursing (AN43)
- Associate of Science in Nursing (ASN) Bridge (AF93)
- Cardiovascular Technology (CT13)
- Dental Hygiene (DH13)
- Echocardiography (EC23)
- Medical Laboratory Technology (CLT3)
- Orthopedic Technology (OT13)
- Physical Therapist Assistant (PTA3)
- Practical Nursing (PN21)
- Radiologic Technology (RT23)
- Surgical Technology (ST13)

Students interested in competing for a seat in a competitive selection program are encouraged to review trend data for the program. The average number of students selected to each program, highest and lowest test scores and GPAs, and highest and lowest total selection scores for past cohorts is available at **www.centralgatech.edu/competitiveselection**.

Progression Requirements

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.

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, or W.

D	**60-69**	**1.00**
F	**0-59**	**0**

Should a student receive an unsuccessful grade in any course work, in any Health Science program, he or she 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.

BIOTECHNOLOGY

BIOTECHNOLOGY (BI23)
Associate Degree

Meets 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.
Note: Criminal background checks and drug screens are required for participation in laboratory and/or processing environment for BTEC 2500.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: No

		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1105	Workplace and Technical Communications	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Courses		**59**
COMP 1000	Introduction to Computer Literacy	3
BIOL 1111	Biology I	3
and BIOL 1111L	Biology Lab I	1
- OR		
BIOL 2113	Anatomy and Physiology I	(3)
and BIOL 2113L	Anatomy and Physiology 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 2200	Immunology	5
BTEC 2500	Biotechnology Internship	3
	Total Hours	**74**

BIOTECHNOLOGY LABORATORY ASSISTANT (BLA1)
Technical Certificate of Credit

Introduces 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon
Competitive Selection: No

		Credit Hours
BIOL 1111	Biology I	3
and BIOL 1111L	Biology Lab I	1
- OR		
BIOL 2113	Anatomy and Physiology I	(3)
and BIOL 2113L	Anatomy and Physiology Lab I	(1)
MATH XXXX	Mathematics Elective	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

CARDIOVASCULAR TECHNOLOGY (CT13) *Cardiac Cath Lab*
Associate Degree

Provides 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. The cardiovascular technology profession is 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.

Selected students will be issued a copy of program specific regulations during program orientation.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	18
Location(s) Offered:	Macon
Competitive Selection:	Yes

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or 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
Occupational Core 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**

**Please note that ENGL 1101, PSYC 1101, MATH XXXX, PHYS 1110, PHYS 1110L, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L are prerequisite requirements.*

ECHOCARDIOGRAPHY (EC23)
Associate Degree

Prepares students for work in the allied health field as echocardiographers. The program offers both clinical and didactic instruction. Upon completion of this program, the student is eligible to sit for a national certification examination.

Academic Progress
Students must pass all courses each semester with a grade of "C" or above and maintain a GPA of 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..

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: Yes

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or 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
Occupational Core 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 1030	Electrophysiology and Cardiac Anatomy	3
CAVT 1080	Advanced Hemodynamics and Cardiac Physiology	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 1371	Echocardiography Clinical I (Part A)	4
and ECHO 1372	Echocardiography Clinical I (Part B)	3
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

Provides 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: No

		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**

**Please note that ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012 and PSYC 1010 are prerequisite requirements" after course listing*

DENTAL ASSISTING

DENTAL ASSISTING (DA12)

Diploma

Prepares students for employment in a variety of positions in today's dental offices. This 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 17
Location(s) Offered: Macon
Competitive Selection: No

		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		**41**
ALHS 1040	Introduction to Healthcare	3
or COMP 1000	Introduction to Computer Literacy	(3)
DENA 1010	Basic Human Biology	1
or ALHS 1011	Structure and Function of the Human Body	(5)
DENA 1030	Preventive Dentistry	1
DENA 1050	Microbiology and Infection Control	3
DENA 1070	Oral Pathology and Pharmacology	2
DENA 1080	Dental Anatomy	4
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	**50**

DENTAL HYGIENE

DENTAL HYGIENE (DH13)
Associate Degree

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon | Warner Robins
Competitive Selection: Yes

		Credit Hours
General Education Core Courses		**22**
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
MATH 1111	College Algebra	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Occupational Core 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		**53**
BIOL 2117	Microbiology	3
BIOL 2117L	Microbiology Lab	1
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/Pathophysiology	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**

HEMODIALYSIS TECHNOLOGY

HEMODIALYSIS TECHNOLOGIST (HT12)

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins
Competitive Selection: No

		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 Computer Literacy	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

Equips health care workers with the skills, knowledge, and attitude necessary to succeed in the field of hemodialysis. Students may be required to successfully pass criminal background checks and drugs screen analysis before placement in clinical settings.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Embedded program
Competitive Selection: No

		Credit Hours
ALHS 1040	Introduction to Health Care	3
COMP 1000	Introduction to Computer Literacy	3
HECT 1100	Hemodialysis Patient Care	7
HECT 1120	Hemodialysis Practicum	4
	Total Hours	**17**

HEMODIALYSIS REUSE/REPROCESSING TECHNICIAN (HRO1)

Technical Certificate of Credit

Embedded TCC - students must enroll in HT12 diploma

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. Students may be required to successfully pass criminal background checks and drugs screen analysis before placement in clinical settings.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Embedded program
Competitive Selection: No

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
HECT 1100	Hemodialysis Patient Care	7
HECT 1130	Hemodialysis Reuse/Reprocessing Practicum	6
	Total Hours	**16**

MEDICAL ASSISTING

MEDICAL ASSISTING (MA23)
Associate Degree

Prepares students for employment in a variety of positions in today's medical offices. This 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/degree.

Academic Progress
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**.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 17 (18 for Clinicals)
Location(s) Offered: Macon | Milledgeville | Warner Robins
Competitive Selection: No

		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 1103	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		**47**
COMP 1000	Introduction to Computer Literacy	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	4
MAST 1180	Medical Assisting Seminar	4
	Total Hours	**62**

MEDICAL ASSISTING (MA22)
Diploma

Prepares students for employment in a variety of positions in today's medical offices. This 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.

Academic Progress
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**.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins
Competitive Selection: No

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
PSYC 1010	Basic Psychology	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1111	College Algebra	(3)
Occupational Courses		**44**
COMP 1000	Introduction to Computer Literacy	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	4
MAST 1180	Medical Assisting Seminar	4
	Total Hours	**53**

MEDICAL ASSISTING RECEPTIONIST (MAR1)
Technical Certificate of Credit

Provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills and attitudes required in the modern medical offices. Medical Assisting Receptionists answer the telephone and manage medical records, schedule appointments, greet patients, and interview patients to gain needed information.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment
Competitive Selection: No

		Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2
COMP 1000	Introduction to Computer Literacy	3
MAST 1010	Legal and Ethical Concerns in the Medical Office	2
MAST 1060	Medical Office Procedures	4
	Total Hours	**11**

MEDICAL CODING (MC41)
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. This program provides basic training in anatomy and physiology, medical terminology, medical procedural coding skills, and physician's procedural coding skills.

To become certified, students can sit for a national certification exam through the American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA)

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Online
Competitive Selection: No

		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 Diseases	3
MAST 1510	Medical Billing and Coding I	2
MAST 1520	Medical Billing and Coding II	3
MAST 1530	Medical Procedural Coding	2
	Total Hours	**24**

MEDICAL CODING ESSENTIALS (MC61)
Technical Certificate of Credit

*****EFFECTIVE 202612: PROGRAM NO LONGER OFFERED*****

The Medical Coding Essentials certificate program provides an introduction in the medical coding field to high school students.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment
Competitive Selection: No

		Credit Hours
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1100	Introduction to Keyboarding	3
MAST 1100	Medical Insurance Management	2
MAST 1120	Human Diseases	3
	Total Hours	**10**

MEDICAL SKIN CARE SPECIALIST (MS61)
Technical Certificate of Credit

*****EFFECTIVE 202612: PROGRAM NO LONGER OFFERED*****

Offers 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Milledgeville | Online
Competitive Selection: No

		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**

MEDICAL LABORATORY TECHNOLOGY

MEDICAL LABORATORY TECHNOLOGY (CLT3)

Associate Degree

The Medical Laboratory Technology program is an Associate of Applied Science degree program where students learn to perform medical laboratory procedures under the supervision of a qualified pathologist and/or medical laboratory scientist. Classroom training is integrated with medical 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 Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and approved by the Georgia Department of Human Resources Office of Regulatory Services Diagnostic Services Unit. [Last reaffirmed: 2018; Next review: 2027]
5600 N. River Road
Suite 720
Rosemont, IL 60018-5119
Website: **www.naacls.org**

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Warner Robins
Competitive Selection: Yes

		Credit Hours
General Education Core Courses		**20**
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 1111	College Algebra	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(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 Requirements		
BIOL 2117	Introductory Microbiology	3
and BIOL 2117L	Introductory Microbiology Lab	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**
MLBT 1010	Introduction To Medical Laboratory Technology	2
MLBT 1030	Urinalysis/Body Fluids	2
MLBT 1040	Hematology/Coagulation	5
MLBT 1050	Serology/Immunology	3
MLBT 1060	Immunohematology	4
MLBT 1070	Medical Chemistry	4
MLBT 1080	Microbiology	5
MLBT 2090	Medical Urinalysis, Serology, and Preanyalytic Specimen Process Practicum	3
MLBT 2100	Medical Immunohematology Practicum	4
MLBT 2110	Medical Hematology/Coagulation Practicum	4
MLBT 2120	Medical Microbiology Practicum	4
MLBT 2130	Medical Chemistry Practicum	4
MLBT 2200	Medical Laboratory Technology Certification Review	2
	Total Hours	**74**

ACCELERATED PHLEBOTOMY TECHNICIAN (AP81)

Technical Certificate of Credit

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. This accelerated program would offer a condensed curriculum that covers the fundamental knowledge and techniques of phlebotomy, infection control, and venipuncture procedures. It would also provide hands-on training through clinical rotations and simulations, allowing students to gain practical experience and develop confidence in their abilities.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins *(DAP Students Only)*
Competitive Selection: No

		Credit Hours
ALHS 1011	Structure and Function of the Human Body	5
PHLT 1030	Introduction to Venipuncture	3
PHLT 1055	Accelerated Phlebotomy Clinical Practice	5
	Total Hours	**13**

PHLEBOTOMY TECHNICIAN (PT21)

Technical Certificate of Credit

Educates students to collect blood and 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. Background checks and drug screens documentation must be completed prior to taking course PHLT 1030.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins | Dual Enrollment
Competitive Selection: No

		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 Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4
	Total Hours	**23**

**Please note that ALHS 1011, ALHS 1040 and ALHS 1090 are prerequisite requirements*

PHLEBOTOMY TECHNOLOGY (PT71)

Technical Certificate of Credit

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Dual Enrollment
Competitive Selection: No

		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
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4
	Total Hours	**17**

**Please note that ALHS 1011, ALHS 1040 and ALHS 1090 are prerequisite requirements*

NURSING

ASSOCIATE OF SCIENCE IN NURSING (AN43)

Associate Degree

Prepares students for positions in the nursing profession. The curriculum is designed to produce highly trained, technically advanced, competent and caring individuals who are prepared to practice professional nursing in a variety of healthcare settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitudes to practice competently and safely as a beginning nurse generalist in a variety of acute and long-term care settings.

Program graduates who meet exit requirements will be eligible to apply to the Georgia Board of Nursing to write the national licensure examination (NCLEX) to become registered nurses (RNs). Note: Students seeking competitive admission into this program should first apply through the Associate of Applied Science Interdisciplinary Studies (AF53) program.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Warner Robins | Milledgeville
Competitive Selection: Yes

		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
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program Specific Requirement		
PSYC 2103	Human Growth and Development	3
or SOCI 1101	Introduction to Sociology	(3)
or MATH 1127	Introduction to Statistics	(3)
Occupational Core Courses		**12**
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
RNSG Occupational Courses		**38**
RNSG 1032	Foundations of Nursing Care	8
RNSG 1034	Pharmacology for Nursing	3
RNSG 1036	Health and Illness Nursing I	6
RNSG 2032	Health and Illness Nursing II	6
RNSG 2034	Family Nursing	6
RNSG 2036	Health and Illness Nursing III	6
RNSG 2038	Leadership	3
	Total Hours	**65**

ASSOCIATE OF SCIENCE IN NURSING (ASN) BRIDGE (AF93)

Associate Degree

The Associate of Science in Nursing (ASN) Bridge program provides an alternate, accelerated track for licensed LPNs, paramedics and other licensed health professionals to earn the ASN degree. Program graduates receive an Associate of Science in Nursing (ASN) degree. Program graduates who meet exit requirements will be eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Upon successfully passing the NCLEX-RN and meeting the requirements of the Georgia Board of Nursing, graduates are granted licensure to practice nursing in the state of Georgia as Registered Nurses (RNs).

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: Yes

		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
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
Program Specific Requirement		
PSYC 2103	Human Growth and Development	3
or SOCI 1101	Introduction to Sociology	(3)
or MATH 1127	Introduction to Statistics	(3)
Occupational Core Courses		**12**
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
RNSG Occupational Courses		**35**
RNSG 1034	Pharmacology for Nursing	3
RNSG 1036	Health and Illness Nursing I	6
RNSG 1038	Transition to Associate Degree Nursing	6
RNSG 2032	Health and Illness Nursing II	6
RNSG 2034	Family Nursing	6
RNSG 2036	Health and Illness Nursing III	6
RNSG 2040	Capstone Seminar	2
	Total Hours	**62**

GERIATRIC CARE ASSISTANT (GC11)
Technical Certificate of Credit

The Geriatric Care Assistant Program is designed to equip students with the skills and knowledge required to provide compassionate and competent care to elderly patients in various healthcare settings. This program focuses on the unique needs of the aging population and prepares students for a rewarding career in geriatric care.

Other Admission Conditions: Students must have completed one of the NAST courses listed below and/or hold an active GA-CNA certification in good standing. - NAST 1100: Nurse Aide Fundamentals - NAST 2100: Nurse Aide Accelerated - NAST 2105: Nurse Aide Fast Track.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: 16
Location(s) Offered: Dual Enrollment
Competitive Selection: No

		Credit Hours
ALHS 1040	Introduction to Health Care	3
or ALHS 1060	Diet And Nutrition for AHS	(2)
ALHS 1090	Medical Terminology for AHS	2
GERT 1000	Understanding the Gerontological Client	2
GERT 1020	Behavioral Aspects of Aging	2
GERT 1030	Gerontological Nutrition	1
	Minimum Total Hours	**9**

MILITARY MEDIC PERSONNEL TO LPN TRANSITION PROGRAM (ME91)
Technical Certificate of Credit

The Military Medical Personnel to Licensed Practical Nursing (LPN) Transition Program is designed to provide a structured, competency-based educational pathway for military medical personnel seeking licensure as practical nurses in Georgia. Recognizing the depth of knowledge and hands-on experience that military medics, corpsmen, and medical technicians bring to the program, in accordance with Senate Bill 449 (SB 449). This initiative is designed to provide qualified military medical personnel with a structured pathway to transition seamlessly into the role of an LPN in Georgia, leveraging their prior healthcare training and experience. Conditional Admission: Students must a Military Medical Personnel who has completed the GBON application requirements for licensure by examination and hold a provisional PN license by passing the NCLEX-PN national licensure examination within 12 months of beginning the transition program.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: VECTR
Competitive Selection: No

		Credit Hours
PNSG 1601M	PN/Military Transition	10
PNSG 1602	PN/Military Transition Clinical	4
	Total Hours	**14**

NURSE AIDE (CN21)
Technical Certificate of Credit

Prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete this program 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.

Students enrolled in this program will 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 will require liability insurance and proof of immunization status to participate in required clinical experiences. Uniforms/scrubs will 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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Hawkinsville | Macon | Milledgeville Putnam | Warner Robins Dual Enrollment
Competitive Selection: No

		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**

NURSE AIDE ACCELERATED (NAA1)
Technical Certificate of Credit

The Nurse Aide Accelerated certificate program prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings, including nursing care facilities, general medical and surgical hospitals, community care facilities for the elderly, and home health care services. After the completion of the Sate approved training program, the candidate must take and pass the competency evaluation examination. The examination includes a written/oral and skills competency examination administered by an approved testing agency. Candidates who successfully pass the written/oral and skills competency examination are included on the Georgia Nurse Aide Registry. Students may be required to successfully pass criminal background checks and drug screen analyses before placement in clinical settings.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins *(DAP Students Only)*
Competitive Selection: No

		Credit Hours
ALHS 1040	Introduction to Health Care	3
or ALHS 1090	Medical Terminology for AHS	(2)
NAST 2100	Nurse Aide Accelerated	7
	Minimum Total Hours	**9**

NURSE AIDE ESSENTIALS (NAE1)
Technical Certificate of Credit

Prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete this program may be eligible to sit for the National Nurse Aide Assessment Program (NNAAP). Students enrolled in this program will be required to successfully pass both criminal background checks and drug screening to participate in required clinical experiences with patients in licensed facilities. Clinical sites will require liability insurance and proof of immunization status to participate in required clinical experiences. Uniform/scrubs will be required at the clinical facilities. Students may be required to successfully pass criminal background checks and drugs screen analysis before placement in clinical settings.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment
Competitive Selection: No

		Credit Hours
ALHS 1060	Diet And Nutrition for AHS	2
ALHS 1090	Medical Terminology for AHS	2
NAST 1100	Nurse Aide Fundamentals	6
	Total Hours	**10**

PRACTICAL NURSING (PN21)
Technical Certificate of Credit

The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of 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. The nursing program covers all theoretical content areas outlined in Georgia Board Rule 410-9-06(5a). 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 certificate and have the qualifications of an entry-level practical nurse. The PN21 program is a certificate program to be implemented with new cohorts of students beginning Fall 2024 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen to be placed in a clinical health care facility to complete the clinical rotations of their educational training.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon | Milledgeville | Warner Robins
Competitive Selection: Yes

		Credit Hours
PNSG 1600	Pharmacology	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternity Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5
	Total Hours	**49**

PRENURSING (PR31)
Technical Certificate of Credit

The PreNursing certificate program includes prerequisite coursework necessary for admission into an associate or baccalaureate nursing program leading to a career as a Registered Nurse (RN).

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Warner Robins | Macon Milledgeville
Competitive Selection: No

		Credit Hours
ENGL 1101	Composition and Rhetoric	3
MATH 1111	College Algebra	3
PSYC 1101	Introductory Psychology	3
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
Select one of the following:		
PSYC 2103	Human Growth and Development	3
or MATH 1127	Introduction to Statistics	(3)
HUMN 1101	Introduction to Humanities	3
SPCH 1101	Public Speaking	3
	Total Hours	**16**

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH PROFESSIONS (AFA3)

Associate Degree

The AAS in Allied Health Professions degree, Practical Nursing track, prepares students to provide competent nursing care as a licensed practical nurse. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen to be placed in a clinical health care facilities to complete the clinical rotations for their educational training. Upon finishing the AAS in Allied Health Professions, students will have fulfilled general education prerequisites for health-related careers and specialized in occupational courses pertinent to healthcare.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon | Milledgeville | Warner Robins
Competitive Selection: No

		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
or PSYC 2103	Human Growth and Development	(3)
or SOCI 1101	Introduction to Sociology	(3)
Area III – Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
Area IV - Humanities/Fine Arts		
ARTS 1101	Art Appreciation	3
or ENGL 2130	American Literature	(3)
or HUMN 1101	Introduction to Humanities	(3)
or MUSC 1101	Music Appreciation	(3)
Program Specific Requirement		
SOCI 1101	Introduction to Sociology	3
or SPCH 1101	Public Speaking	(3)
Practical Nursing Occupational Courses		
PNSG 1600	Pharmacology	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternity Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5
	Total Hours	**61**

ORTHOPEDIC TECHNOLOGY

ORTHOPEDIC TECHNOLOGY (OT13)
Associate Degree

Involves a combination of didactic, laboratory, and clinical environments that prepare students to work with orthopedic surgeons to treat patients in a variety of health care settings. The program provides the skills and knowledge needed to become a competent orthopedic technologist performing the following services: applying, adjusting, and removing casts and splints, fitting and educating patients in the use of orthopedic braces and equipment; setting up, adjusting, and maintaining orthopedic traction configurations; assisting with the care of acutely injured patients; and assisting the physician in the reduction and/or manipulation of orthopedic injuries; assisting the orthopedic surgeon in an operating room setting; and performing basic office and department procedures such as vital signs and patient medical history. Graduates may be employed in hospitals, physician offices, medical clinics, and orthopedic bracing and equipment companies.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	18
Location(s) Offered:	Macon
Competitive Selection:	Yes

		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		
MATH 1111	College Algebra	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(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**

ACCELERATED ORTHOPEDIC TECHNICIAN (AR51)
Technical Certificate of Credit

The Accelerated Orthopedic Technician TCC is a sequence of courses involving a combination of didactic, laboratory, and clinical environments that prepare students to work in demand, high skills in a variety of health care settings to treat patients, including orthopedic surgeon. The accelerated program provides the skills and knowledge needed to become a competent orthopedic technologist performing the following services: applying, adjusting, and removing casts and splints; fitting and educating patients in the use of orthopedic braces and equipment; setting up, adjusting, and maintaining orthopedic traction configurations; assisting with the care of acutely injured patients; assisting the physician in the reduction and/or manipulation of orthopedic injuries; assisting the orthopedic surgeon in an operating room setting; and performing basic office and departmental procedures such as vital signs and patient medical history. Graduates may become employed in hospitals, physician offices, medical clinics, and orthopedic bracing and equipment companies.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	18
Location(s) Offered:	Macon | VECTR Center
Competitive Selection:	No

		Credit Hours
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
	Total Hours	**25**

PARAMEDICINE

PARAMEDICINE (PT13)
Associate Degree

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. This program prepares students for employment in paramedic positions in today's health services field and provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. This 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. Completion of General Education Core and Anatomy and Physiology classes required prior to start of EMSP classes. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	18
Location(s) Offered:	Macon
Competitive Selection:	No

		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 courses:		
MATH 1103	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		**51**
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 2100	Paramedic Foundations	3
EMSP 2101	Paramedic Pharmacology & Airway Management	3
EMSP 2102	Paramedic Cardiology	7
EMSP 2103	Paramedic Medical Emergencies	7
EMSP 2104	Paramedic Trauma Care	5
EMSP 2105	Paramedic Special Populations	3
EMSP 2106	Paramedic Applications	3
EMSP 2201	Paramedic Experience I	1
EMSP 2202	Paramedic Experience II	2
EMSP 2203	Paramedic Experience III	2
EMSP 2204	Paramedic Experience IV	2
EMSP 2205	Paramedic Experience V	2
EMSP 2206	Paramedic Capstone Field Internship	3
	Total Hours	**67**

EMS PROFESSIONS (EP12)

Diploma

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 an AEMT 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. AEMTs function as part of a comprehensive EMS response, under medical oversight and perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene to the emergency health care system.

Conditions for Admission: Completion ALHS 1011, ALHS 1090 and MATH 1012 required prior to start of EMSP classes. 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 1210, EMSP 1211, EMSP 1221, EMSP 1230.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon | Warner Robins
Competitive Selection: No

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
PSYC 1010	Basic Psychology	3
or PSYC 1101	Introductory Psychology	(3)
Occupational Courses		**28**
ALHS 1011	Structure and Function of the Human Body	5
or BIOL 2113	Anatomy and Physiology I	(3)
and BIOL 2113L	Anatomy and Physiology Lab I	(1)
and BIOL 2114	Anatomy and Physiology II	(3)
and BIOL 2114L	Anatomy and Physiology Lab II	(1)
ALHS 1090	Medical Terminology for Allied Health Sciences	2
EMSP 1210	Emergency Medical Technician (EMT) Theory I	3
EMSP 1211	Emergency Medical Technician (EMT) Lab I	2
EMSP 1220	Emergency Medical Technician (EMT) Theory II	3
EMSP 1221	Emergency Medical Technician (EMT) Lab II	3
EMSP 1230	Emergency Medical Technician (EMT) Clinical	1
EMSP 1550	Advanced Emergency Medical Technician (AEMT) Theory I	2
EMSP 1550L	Advanced Emergency Medical Technician (AEMT) Lab I	1
EMSP 1560	Advanced Emergency Medical Technician (AEMT) Theory II	2
EMSP 1560L	Advanced Emergency Medical Technician (AEMT) Lab II	1
EMSP 1570	Advanced Emergency Medical Technician Clinical	2
EMSP 1580	Advanced Emergency Medical Technician (AEMT) Capstone	1
	Minimum Total Hours	**42**

PARAMEDICINE (PT12)

Diploma

The Paramedicine diploma program provides students for a dynamic and advanced role within the Emergency Medical Services (EMS) profession. This program will provide students will the complex knowledge and skills necessary to provide patient care and transportation and function as part of a comprehensive EMS response, under medical oversight as a Paramedic. This program combines rigorous academic coursework with extensive hands-on training to develop the clinical, technical and decision-making skills necessary for effective emergency response. Students will learn to assess patients, administer medications, perform advanced airway management and use life-saving equipment under the guidance of experienced instructors and medical professionals.

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. Completion of General Education Core and Anatomy and Physiology classes required prior to start of EMSP classes. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: No

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1111	College Algebra	(3)
PSYC 1010	Basic Psychology	3
or PSYC 1101	Introductory Psychology	(3)
Occupational Courses		**48**
ALHS 1011	Structure and Function of the Human Body	5
or BIOL 2113	Anatomy and Physiology I	(3)
and BIOL 2113L	Anatomy and Physiology Lab I	(1)
and BIOL 2114	Anatomy and Physiology II	(3)
and BIOL 2114L	Anatomy and Physiology Lab II	(1)
EMSP 2100	Paramedic Foundations	3
EMSP 2101	Paramedic Pharmacology & Airway Management	3
EMSP 2102	Paramedic Cardiology	7
EMSP 2103	Paramedic Medical Emergencies	7
EMSP 2104	Paramedic Trauma Care	5
EMSP 2105	Paramedic Special Populations	3
EMSP 2106	Paramedic Applications	3
EMSP 2201	Paramedic Experience I	1
EMSP 2202	Paramedic Experience II	2
EMSP 2203	Paramedic Experience III	2
EMSP 2204	Paramedic Experience IV	2
EMSP 2205	Paramedic Experience V	2
EMSP 2206	Paramedic Capstone Field Internship	3
	Minimum Total Hours	**57**

ADVANCED EMERGENCY MEDICAL TECHNICIAN (EMH1)

Technical Certificate of Credit

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 (AEMT) function as part of a comprehensive EMS response, under medical oversight and perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT 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.

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

Conditional Program Admission: Student must 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 provide proof of successful completion of EMSP 1210, EMSP 1211, EMSP 1220, EMSP 1221, EMSP 1230, and be eligible to sit for the NREMT EMT Exam to enroll in this program.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-Level Workforce Certificate
Minimum Age: 18
Location(s) Offered: Macon | Warner Robins
Competitive Selection: No

		Credit Hours
EMSP 1550	Advanced Emergency Medical Technician (AEMT) Theory I	2
EMSP 1550L	Advanced Emergency Medical Technician (AEMT) Lab I	1
EMSP 1560	Advanced Emergency Medical Theory II	2
EMSP 1560L	Advanced Emergency Medical Technician (AEMT) Lab II	1
EMSP 1570	Advanced Emergency Medical Technician (AEMT) Clinical	2
EMSP 1580	Advanced Emergency Medical Technician (AEMT) Capstone	1
	Total Hours	**9**

EMERGENCY MEDICAL RESPONDER (EB71)
Technical Certificate of Credit

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. This program 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.

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

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce Certificate
Minimum Age: 18
Location(s) Offered: Dual Enrollment
Competitive Selection: No

		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) (ED91)
Technical Certificate of Credit

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. Emergency Medical Technicians (EMT) 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.

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

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce
Minimum Age: 18
Location(s) Offered: Macon | Warner Robins
Dual Enrollment
Competitive Selection: No

		Credit Hours
EMSP 1210	Emergency Medical Technician (EMT) Theory I	3
EMSP 1211	Emergency Medical Technician (EMT) Lab I	2
EMSP 1220	Emergency Medical Technician (EMT) Theory II	3
EMSP 1221	Emergency Medical Technician (EMT) Lab II	3
EMSP 1230	Emergency Medical Technician (EMT) Clinical	1
	Total Hours	**12**

PREHOSPITAL EMS OPERATIONS (PEO1)
Technical Certificate of Credit

Combines emergency medical technician and advanced emergency medical technician programs and 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. This certificate allows the graduate to 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 AEMT is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT.

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

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma
or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon | Warner Robins
Competitive Selection: No

		Credit Hours
EMSP 1210	Emergency Medical Technician (EMT) Theory I	3
EMSP 1211	Emergency Medical Technician (EMT) Lab I	2
EMSP 1220	Emergency Medical Technician (EMT) Theory II	3
EMSP 1221	Emergency Medical Technician (EMT) Lab II	3
EMSP 1230	Emergency Medical Technician (EMT) Clinical	1
EMSP 1550	Advanced Emergency Medical Technician (AEMT) Theory I	2
EMSP 1550L	Advanced Emergency Medical Technician (AEMT) Lab I	1
EMSP 1560	Advanced Emergency Medical Technician (AEMT) Theory II	2
EMSP 1560L	Advanced Emergency Medical Technician (AEMT) Lab II	1
EMSP 1570	Advanced Emergency Medical Technician (AEMT) Clinical	2
EMSP 1580	Advanced Emergency Medical Technician (AEMT) Capstone	1
	Total Hours	**21**

PHARMACY TECHNOLOGY

PHARMACY TECHNOLOGY (PT22)
Diploma

Enables 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.

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 sciences core courses must be completed prior to Fall semester progression.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	17
Location(s) Offered:	Macon
Competitive Selection:	No

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
or MATH 1013	Algebraic Concepts	(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 Computer Literacy	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 Clinical	5
or PHAR 1055	Pharmacy Assistant Clinical	(5)
PHAR 2060	Advanced Pharmacy Technology Principles	3
PHAR 2070	Advanced Pharmacy Technology Clinical	5
	Total Hours	**56**

PHARMACY TECHNOLOGY CERTIFICATE (PA71)
Technical Certificate of Credit

Provides 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. Students will receive didactic instruction and fundamental concepts and principles of receiving, storing, and dispensing medications.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	18
Location(s) Offered:	Dual-Enrollment
Competitive Selection:	No

		Credit Hours
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principles of Dispensing Medications	4
PHAR 1055	Pharmacy Assistant Clinical	5
or PHAR 1050	Pharmacy Technology Clinical	(5)
	Total Hours	**18**

PHYSICAL THERAPIST ASSISTANT

PHYSICAL THERAPIST ASSISTANT (PTA3)
Associate Degree

Physical therapist assistants (PTAs) are licensed health care providers who work with patients and administer physical therapy interventions under the direction and supervision of licensed physical therapists. The duties of PTAs include assisting physical therapists in implementing the plan of care and performing interventions using heat, cold, electrical stimulation, ultrasound, water, massage, therapeutic exercise, gait training, balance and coordination, and functional activities. Physical therapist assistants maintain constant communication with physical therapists regarding patient progress and response to treatment and record this information in the patients' medical records. PTAs help patients learn or improve their ability to perform functional activities. They may also instruct patients on how to use prosthetics, braces, crutches, walkers, or wheelchairs. Currently, Georgia and other states require PTAs to gain licensure prior to obtaining employment. Upon completion of degree requirements, graduates of this program are eligible to sit for National Physical Therapy Examination (NPTE), which is required for state licensure.

A criminal background check is required.

Selected students will be issued a copy of program specific regulations during program orientation.

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). [Initial Accreditation Review: November 3, 2020; Next Visit: Fall 2025]
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085
Phone: 703-706-3245
Email: **accreditation@apta.org**
Website: **www.capteonline.org**
If needing to contact the program/institution directly, please call 478-218-3765 or email **maroland@centralgatech.edu.**

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	18
Location(s) Offered:	Warner Robins
Competitive Selection:	Yes

		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 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or 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
Non-General Education Degree Courses		**11**
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
PSYC 2103	Human Development	3
Occupational Courses		**49**
PHTA 1110	Introduction to Physical Therapy	2
PHTA 1120	Patient Care Skills	3
PHTA 1130	Functional Anatomy and Kinesiology I	3
PHTA 1140	Physical Therapy Procedures I	3
PHTA 2110	Pathology I	4
PHTA 2120	Rehabilitation I	4
PHTA 2130	Physical Therapy Procedures II	3
PHTA 2140	Clinical Education I	4
PHTA 2150	Pathology II	4
PHTA 2160	Rehabilitation II	4
PHTA 2170	Kinesiology II	3
PHTA 2180	Clinical Education II	4
PHTA 2190	Clinical Education III	7
PHTA 2200	Physical Therapist Assistant Seminar	1
	Total Hours	**76**

POLYSOMNOGRAPHIC TECHNOLOGY

POLYSOMNOGRAPHIC TECHNOLOGY (PT42)
Diploma

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 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.

Criminal Background Checks – Following Fall Semester acceptance into the Polysomnography Program, students will be required to complete a criminal background check during Spring Semester to verify eligibility for clinical site acceptance during Summer Semester.

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 – Following Fall Semester acceptance into the Polysomnography Program, students will be required to complete a drug screen during Spring Semester to verify eligibility for clinical site acceptance during Summer Semester. 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: No

		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 Computer Literacy	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**

RADIOLOGIC TECHNOLOGY

ADVANCED MEDICAL IMAGING (AM13)

Associate Degree

Provides educational opportunities to the post-graduate registered radiologic technologist, registered radiation therapist, and registered nuclear medicine technologist, and 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 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.

Education Requirements

Admission:	TCSG Standard RT License
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Minimum Age:	18
Competitive Selection:	No

		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 Computer Literacy	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 (RT23)

Associate Degree

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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon | Warner Robins
Competitive Selection: Yes

		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
or SOCI 1101	Introduction to Sociology	(3)
Area III - Natural Sciences/Mathematics		
MATH 1111	College Algebra	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(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
Occupational Core 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

Provides educational opportunities to the post-graduate registered radiologic technologist, registered radiation therapist, and registered nuclear medicine technologist in good standing. This program 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.

Conditional Program Admission: Must be a Registered Radiologic Technologist (American Registry of Radiologic Technologists) to enroll in this program.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: No

		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

Provides educational opportunities to the post-graduate registered radiologic technologist, registered radiation therapist, registered sonographer, and registered nuclear medicine technologist in good standing. This program 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 Program Admission: Must be a Registered Radiologic Technologist (American Registry of Radiologic Technologists) to enroll in this program.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Macon
Competitive Selection: No

		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

SURGICAL TECHNOLOGY (ST13)

Associate Degree

Prepares students for employment in a variety of positions in the surgical field. This program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. In addition, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology. Graduates of the program receive a Surgical Technology Associate of Applied Science Degree and are qualified for employment as Surgical Technologists as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Warner Robins
Competitive Selection: Yes

		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 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(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
Occupational Core Courses		**14**
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
Occupational Courses		**43**
SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	9
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	**72**

HEALTH SCIENCES TECHNICAL CERTIFICATES

ANIMAL HEALTHCARE ASSISTANT (AH31)

Technical Certificate of Credit

The Animal Healthcare Assistant certificate program train students in the care of equine, canine, small animals and large animals. Students will have an opportunity to earn training in the care of four different types of animals.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: GDC
Competitive Selection: No

			Credit Hours
VETT 1060		Animal Anatomy and Physiology	4
BCST 1010		Survey of Technology	3
BCST 1000		Interpersonal Development	2
VETT 1100		Introduction to Large Animal Care	4
or	VETT 1107	Introduction to Equine Care	(4)
or	VETT 1108	Introduction to Canine Care	(4)
or	VETT 1109	Introduction to Small Animal Care	(4)
		Total Hours	**13**

HEALTH CARE ASSISTANT (HA21)

Technical Certificate of Credit

Provides academic foundations 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.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 17
Location(s) Offered: Macon | Milledgeville | Putnam Warner Robins
Competitive Selection: No

			Credit Hours
ALHS 1011		Structure and Function of the Human Body	5
or	BIOL 2113	Anatomy and Physiology I	(3)
and	BIOL 2113L	Anatomy and Physiology I Lab	(1)
and	BIOL 2114	Anatomy and Physiology II	(3)
and	BIOL 2114L	Anatomy and Physiology Lab II	(1)
ALHS 1040		Introduction to Health Care	3
ALHS 1090		Medical Terminology for AHS	2
ENGL 1010		Fundamentals of English I	3
or	ENGL 1101	Composition and Rhetoric	(3)
MATH 1012		Foundations of Mathematics	3
or	MATH 1013	Algebraic Concepts	(3)
or	MATH 1101	Mathematical Modeling	(3)
or	MATH 1103	Quantitative Skills and Reasoning	(3)
or	MATH 1111	College Algebra	(3)
PSYC 1010		Basic Psychology	3
or	PSYC 1101	Introductory Psychology	(3)
COMP 1000		Introduction to Computer Literacy	3

CHOOSE ONE SPECIALIZATION BELOW

Certified Personal Trainer (8CP1)			*11*
RELM 2010		Introduction to Sports Fitness Management	3
or	XXXX xxxx	Occupationally-Related Elective	(3-4)
SFMA 1210		Certified Personal Training I	4
SFMA 1220		Certified Personal Training II	4
Electrocardiography Technology (8ET1)			*10*
ECGT 1030		Introduction to Electrocardiography	5
ECGT 1050		Electrocardiography Practicum	5
Medical Coding (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 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	4
		Total Hours	**30**

HEALTHCARE PROFESSIONAL (HP41)

Technical Certificate of Credit

The Healthcare Professional Technical Certificate of Credit provides academic and career-related foundations to prepare students for employment and subsequent upward mobility in health delivery fields. Graduates may choose to further their education through a growing number of associate degree healthcare programs or pursue entry-level healthcare support positions in a wide variety of laboratory and direct healthcare settings.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 18
Location(s) Offered: Warner Robins
Competitive Selection: No

		Credit Hours
General Education Core Courses		**22**
Area I - Language Arts/Communication (choose 6 hours)		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPCH 1101	Public Speaking	3
Area II - Social/Behavioral Sciences- (choose 6 hours)		
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introduction to Psychology	3
SOCI 1101	Introduction to Sociology	3
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
Select ONE science course and corresponding lab (4 hours)		
BIOL 1111	Biology I	3
and BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	(3)
and BIOL 1112L	Biology Lab II	(1)
CHEM 1211	Chemistry I	(3)
and CHEM 1211L	Chemistry Lab I	(1)
CHEM 1212	Chemistry II	(3)
and CHEM 1212L	Chemistry Lab II	(1)
CHEM 2211	Organic Chemistry	(3)
and CHEM 2211L	Organic Chemistry Lab	(1)
PHYS 1110	Conceptual Physics	(3)
and PHYS 1110L	Conceptual Physics Lab	(1)
PHYS 1111	Introductory Physics	(3)
and PHYS 1111L	Introductory Physics Lab	(1)
PHYS 1112	Introductory Physics II	(3)
and PHYS 1112L	Introductory Physics II Lab	(1)
Area IV - Humanities/Fine Arts (choose 3 hours)		
ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

Occupational Courses		**14**
Choose 14 hours from:		
ALHS 1040	Introduction to Health Care	3
ALHS 1060	Diet And Nutrition for AHS	2
ALHS 1090	Medical Terminology for AHS	2
ALHS 1126	Health Science Physics	4
ALHS 1127	Health Sciences Chemistry	4
BIOL 2113	Anatomy and Physiology I	3
and BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
and BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
and BIOL 2117L	Introductory Microbiology Lab	1
COMP 1000	Introduction to Computer Literacy	3
PSYC 2103	Human Growth and Development	3
NAST 1100	Nurse Aide Fundamentals	6
NAST 2100	Nurse Aide Accelerated	7
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4
RADT 1010	Introduction to Radiology	4
RADT 1065	Radiologic Science	2
	Total Hours	**36**

Public Safety & Professional Services

Barbering

Cosmetology

Criminal Justice Technology

Culinary

Early Childhood Care and Education

Firefighter

Hotel/Restaurant/Tourism Management

Legal Studies

Public Safety & Professional Services Technical Certificates

BARBERING

BARBER II (BI31)
Technical Certificate of Credit

This Barbering certificate program follows a sequence of courses which prepare students for careers in the field of barbering. 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 II certificate and is employable as a barber, salon/shop manager, or a salon/shop owner.

Education Requirements
Admission: TCSG Standard
Graduation: High school diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Shampooing	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1050	Science: Anatomy and Physiology	3
BARB 1082	Practicum I	4
BARB 1084	Practicum II	4
BARB 1090	Facial and Facial Treatments	4
BARB 1100	Live Work Practicum	4
BARB 1110	Shop Management/Ownership	4
	Total Hours	**41**

BARBERING ASSISTANT (BA71)
Technical Certificate of Credit

Provides training to prepare students to work as a barbering apprentice at a barber shop.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Shampooing	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
COMP 1000	Introduction to Computer Literacy	3
or EMPL 1000	Interpersonal Relations and Professional Development	(2)
	Minimum Total Hours	**17**

BARBERING FOR COSMETOLOGISTS (BF21)
Technical Certificate of Credit

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.

Conditional Program Admission: Must hold a current cosmetology license issued by the Georgia State Board of Cosmetology to enroll in this program.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Shampooing	3
BARB 1024	Basic Haircutting	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1090	Facial and Facial Treatments	4
	Total Hours	**22**

BARBERING FUNDAMENTALS (BF41)
Technical Certificate of Credit

The Barbering Fundamentals technical certificate program provides introductory courses for students to begin a career pathway in the profession.

Education Requirements
Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Shampooing	3
	Total Hours	**9**

MASTER BARBER (BA31)

Technical Certificate of Credit

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 II certificate and is employable as a barber, salon/shop manager, or a salon/shop owner.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation, and Bacteriology	3
BARB 1022	Shampooing	3
BARB 1024	Basic Haircutting	3
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 1072	Chemical Permanent Waiving Services	3
BARB 1074	Chemical Hair Relaxers Services	3
BARB 1082	Practicum I	4
BARB 1084	Practicum II	4
BARB 1090	Facial and Facial Treatments	4
BARB 1100	Live Work Practicum	4
BARB 1110	Shop Management/Ownership	4
	Total Hours	**49**

COSMETOLOGY

MASTER COSMETOLOGY (CGL1)

Technical Certificate of Credit

Prepares students for careers in the field of cosmetology. Learning opportunities develop 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, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates will receive a Cosmetology for Licensure diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon, Milledgeville, Warner Robins GDC

		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 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	**44**

HAIR DESIGNER (HD21)

Technical Certificate of Credit

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.

Education Requirements

Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-level Workforce
Minimum Age: 17
Location(s) Offered: Embedded program | DAP Students

		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**

SALON AND SPA SUPPORT SPECIALIST (ST11)

Technical Certificate of Credit

Prepares students for careers in the field of cosmetology as Salon and Spa Support Specialists. 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 are employable as a cosmetology salesperson, salon manager, or salon owner.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment | Macon YDC DAP Students

		Credit Hours
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1020	Hair Care and Treatment	3
COSM 1120	Salon Management	3
EMPL 1000	Interpersonal Relations and Professional Development	2
or COSM xxxx	Cosmetology elective (determined by advisor)	(2-3)
	Minimum Total Hours	**12**

CRIMINAL JUSTICE TECHNOLOGY

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE (AG93)
Associate Degree

The Associate of Science in Criminal Justice degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Additionally, graduates would be eligible to articulate to select 4-year institutions without loss of credit and having met the number of credit hours necessary for a 2+2 transfer to a B.S. in Criminal Justice.

Education Requirements

Admission:	High School Diploma or High School Equivalency
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Associate Degree Level Requirement
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**42**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II - Social/Behavioral Sciences		
HIST 2111	U.S. History I	3
or HIST 2112	U.S. History II	(3)
POLS 1101	American Government	3
Choose 6 hours from the following:		6
HIST 1111	World History I	(3)
HIST 1112	World History II	(3)
PSYC 1101	Introduction to Psychology	(3)
SOCI 1101	Introduction to Sociology	(3)
ECON 2105	Macroeconomics	(3)
ECON 2106	Microeconomics	(3)
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
or MATH 1113	Precalculus	(3)
Choose 8 hours of BIOL, CHEM, or PHYS:		8
BIOL 1111	Biology I	(3)
and BIOL 1111L	Biology Lab I	(1)
BIOL 1112	Biology II	(3)
and BIOL 1112L	Biology Lab II	(1)
CHEM 1211	Chemistry I	(3)
and CHEM 1211L	Chemistry Lab I	(1)
CHEM 1212	Chemistry II	(3)
and CHEM 1212L	Chemistry Lab II	(1)
PHYS 1111	Introductory Physics	(3)
and PHYS 1111L	Introductory Physics Lab	(1)
PHYS 1112	Introductory Physics II	(3)
and PHYS 1112L	Introductory Physics II Lab	(1)
General Education Core Elective		
MATH 1127	Introduction to Statistics	3
or MATH 1131	Calculus I	(4)
Area IV - Humanities/Fine Arts		
ENGL 2110	World Literature	3
or ENGL 2130	American Literature	(3)
ARTS 1101	Art Appreciation	3
or MUSC 1101	Music Appreciation	(3)
or SPCH 1101	Public Speaking	(3)
Area V - Institutional Option		
Choose 4-6 hours from the following:		4-6
COMP 1000	Introduction to Computer Literacy	(3)
EMPL 1000	Interpersonal Relations and Professional Development	(2)
COLL 1500	College Success	(3)
PSYC 1100	Perspectives of the Human Mind	(4)
EDUC 2000	Written and Verbal Communications for Teachers	(3)
Occupational Courses		**12**
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 2060	Criminology	3
Program Specific Electives		**6**
XXXXX xxxx	Program Specific Elective	

*Student may select any 1000- and 2000-level occupational courses related to major OR degree-level general education courses not used above. Please consult with your faculty advisor and CGTC's articulation website (**www.centralgatech.edu/academics/articulation**) for transfer options.*

Total Minimum Hours 60

CRIMINAL JUSTICE TECHNOLOGY (CJT3)

Associate Degree

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. 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 this program does not ensure certification of officer status in Georgia; students must seek certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		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 1103	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 Computer Literacy	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 Internship/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
FOSC 2037	Victimology	3
FOSC 2150	Case Preparation and Courtroom Testimony	4
	Total Hours	**60**

CRIMINAL JUSTICE TECHNOLOGY (CJT2)

Diploma

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. 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 this program does not ensure certification of officer status in Georgia; students must seek certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**9**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
orMATH 1101	Mathematical Modeling	(3)
orMATH 1111	College Algebra	(3)
Occupational Courses		**39**
COMP 1000	Introduction to Computer Literacy	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 Internship/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 2201	Criminal Courts	3
FOSC 2037	Victimology	3
FOSC 2150	Case Preparation and Courtroom Testimony	4
	Total Hours	**48**

CRIME SCENE FUNDAMENTALS (CZ31)
Technical Certificate of Credit

Introduces 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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3
	Total Hours	**12**

CRIMINAL JUSTICE FUNDAMENTALS (CJ71)
Technical Certificate of Credit

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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
COMP 1000	Introduction to Computer Literacy	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

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 this program does not ensure certification or officer status in Georgia; students must seek certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		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**

INTRODUCTION TO CRIMINAL JUSTICE (IT51)
Technical Certificate of Credit

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, students may pursue entry-level opportunities in the criminal justice field. Completion of this program 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.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		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**

SELECTED TOPICS FOR CRIMINAL JUSTICE (STI1)

Technical Certificate of Credit

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. This program 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.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		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**

CULINARY

CULINARY NUTRITION ASSISTANT (CNB1)
Technical Certificate of Credit

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

Education Requirements
Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1170	Introduction to Culinary Nutrition	3
CUUL 1370	Culinary Nutrition and Menu Development	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Cooking Option - 6 credit hours		
CUUL 1120	Principles of Cooking	6
CUUL 1122	Foundations of Cooking Principles	(3)
CUUL 1124	Foundations of Cooking Techniques	(3)
	Total Hours	**17**

FOOD PRODUCTION WORKER I (FPW1)
Technical Certificate of Credit

Provides basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1129	Fundamentals of Restaurant Operations	4
Cooking Option - 6 credit hours		
CUUL 1120	Principles of Cooking	6
CUUL 1122	Foundations of Cooking Principles	(3)
CUUL 1124	Foundations of Cooking Techniques	(3)
	Total Hours	**16**

PREP COOK (PC51)
Technical Certificate of Credit

Provides skills for entry into the food services preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

Education Requirements
Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment | GDC

		Credit Hours
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
Cooking Option - 6 credit hours		
CUUL 1120	Principles of Cooking	6
CUUL 1122	Foundations of Cooking Principles	3
CUUL 1124	Foundations of Cooking Techniques	3
	Total Hours	**12**

EARLY CHILDHOOD CARE AND EDUCATION

EARLY CHILDHOOD CARE AND EDUCATION (EC13)

Associate Degree

Prepares students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates 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. 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.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		Credit Hours
General Education Core Courses		**21**
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 1103	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)	6
Occupational Courses		**45**
COMP 1000	Introduction to Computer Literacy	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 1120	Early Childhood Care and Education Practicum I	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 2245	Early Childhood Care and Education Internship I	6

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

Family Child Care Specialization *(8FC3)*

ECCE 2340	Family Child Care Program Management	3
ECCE 2342	Family Child Care Business Management	3
	Total Hours	**72**

EARLY CHILDHOOD CARE AND EDUCATION (ECC2)

Diploma

Prepares students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1012	Foundations of Mathematics	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
orMATH 1101	Mathematical Modeling	(3)
orMATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
or PSYC 1010	Basic Psychology	(3)
Occupational Courses		**45**
COMP 1000	Introduction to Computer Literacy	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 1120	Early Childhood Care and Education Practicum I	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 2245	Early Childhood Care and Education Internship I	6
	Total Hours	**53**

EARLY CHILDHOOD CARE AND EDUCATION BASICS (EC31)

Technical Certificate of Credit

Includes three basic courses that are needed for entry-level workers and 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 program 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.

Education Requirements

Admission:	None
Graduation:	None
Placement Measure:	Entry-level Workforce
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Hawkinsville | Putnam | Online Dual Enrollment

		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**

EARLY CHILDHOOD EXCEPTIONALITIES (EC41)

Technical Certificate of Credit

Prepares students to work with children with special needs and 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		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

Prepares 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.

Education Requirements

Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Entry-level Workforce
Minimum Age: 18
Location(s) Offered: Macon | Milledgeville | Warner Robins

		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**

FAMILY CHILD CARE SPECIALIST (FC21)

Technical Certificate of Credit

The Early Childhood Care and Education Family Child Care Specialist certificate program is a sequence of courses designed to prepare students for in-home family child care. The program emphasizes a combination of early childhood care and education theory and practical application as well as management and regulations for in-home family child care. Graduates have qualifications to offer child care in his/her home or to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins

		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 2340	Family Child Care Program Management	3
ECCE 2342	Family Child Care Business Management	3
	Total Hours	**15**

INFANT/TODDLER CHILD CARE SPECIALIST (IC31)

Technical Certificate of Credit

Prepares 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.

Education Requirements

Admission: High School Diploma or High School Equivalency
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: 16
Location(s) Offered: Macon | Milledgeville | Putnam Warner Robins

		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**

FIREFIGHTER

FIREFIGHTER I (FF11)
Technical Certificate of Credit

This program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the state level.

Education Requirements

Admission:	TCSG Standard
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Dual Enrollment at Macon-Bibb Training Academy

		Credit Hours
FRSC 1020	Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030	Basic Firefighter - Module I	5
FRSC 1040	Basic Firefighter - Module II	3
FRSC 1141	Hazardous Materials Operations	4
	Total Hours	**15**

HOTEL/RESTAURANT/ TOURISM MANAGEMENT

HOTEL/RESTAURANT/TOURISM MANAGEMENT (HM13)

Associate Degree

Prepares students for employment in a variety of positions in today's hotel, restaurant, and tourism management fields. This 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, and tourism management.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		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 1103	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 Requirement		
XXXX xxxx	General Education Core Elective (Areas I - IV)	3
Occupational Courses		**45**
COMP 1000	Introduction to Computer Literacy	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography - Americas	3
or HRTM 1115	Travel Industry and Travel Geography - International	(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	15
Occupationally-Related Electives:		
HRTM 1105	Tourism in Georgia	3
HRTM 1115	Travel Industry and Travel Geography - International	3
HRTM 1120	Tour and Cruise Management	3
HRTM 1130	Business Etiquette	3
HRTM 1170	Hospitality, Industry Accounting, and Financial Analysis	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 2000	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 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
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1135	Managerial Accounting and Finance	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2215	Team Project	3
SCMA 1001	Inventory Control Procedures	3
SCMA 1002	Purchasing	3
SCMA 1004	Quality Improvement Concepts	3
SCMA 1005	Distribution Principles	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1010	Manufacturing Planning and Control / JIT	5
SCMA 1050	Traffic Management	3
SCMA 1051	Warehouse Operations	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 1210	Services Marketing	3
MKTG 1280	Introduction to Sports and Recreation Management	3
MKTG 1370	Consumer Behavior	3
MKTG 2000	Global Marketing	3
MKTG 2010	Small Business Management	3
MKTG 2060	Marketing Channels	3
MKTG 2070	Buying and Merchandising	3
MKTG 2080	Regulations and Compliance in Sports	3
MKTG 2090	Marketing Research	3
MKTG 2180	Principles of Sports Marketing	3
MKTG 2210	Entrepreneurship	6
MKTG 2280	Sports Management	3
MKTG 2300	Marketing Management	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1190	Digital Technologies in Business	2
BUSN 1210	Electronics Calculators	2
BUSN 1230	Legal Terminology	3
BUSN 1240	Office Procedures	3
BUSN 1300	Introduction to Business	3

BUSN 1310	Introduction to Business Culture	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	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 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2200	Office Accounting	4
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**60**

HOTEL/RESTAURANT/TOURISM MANAGEMENT (HM12)

Diploma

Prepares students for employment in a variety of positions in today's hotel, restaurant, and tourism management fields. This 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, and tourism management.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon

		Credit Hours
General Education Core Courses		**8**
ENGL 1010	Fundamentals of English I	3
or ENGL 1101	Composition and Rhetoric	(3)
MATH 1011	Business Math	3
or MATH 1012	Foundations of Mathematics	(3)
or MATH 1101	Mathematical Modeling	(3)
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**36**
COMP 1000	Introduction to Computer Literacy	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography - Americas	3
or HRTM 1115	Travel Industry and Travel Geography - International	(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	6

Occupationally-Related Electives:

HRTM 1105	Tourism in Georgia	3
HRTM 1115	Travel Industry and Travel Geography - International	3
HRTM 1120	Tour and Cruise Management	3
HRTM 1130	Business Etiquette	3
ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 2000	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 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
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules and Regulations	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1135	Managerial Accounting and Finance	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2215	Team Project	3
SCMA 1001	Inventory Control Procedures	3
SCMA 1002	Purchasing	3
SCMA 1004	Quality Improvement Concepts	3
SCMA 1005	Distribution Principles	3
SCMA 1006	Supply Chain Management Principles	6
SCMA 1010	Manufacturing Planning and Control / JIT	5
SCMA 1050	Traffic Management	3
SCMA 1051	Warehouse Operations	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 1210	Services Marketing	3
MKTG 1280	Introduction to Sports and Recreation Management	3
MKTG 1370	Consumer Behavior	3
MKTG 2000	Global Marketing	3
MKTG 2010	Small Business Management	3
MKTG 2060	Marketing Channels	3
MKTG 2070	Buying and Merchandising	3
MKTG 2080	Regulations and Compliance in Sports	3
MKTG 2090	Marketing Research	3
MKTG 2180	Principles of Sports Marketing	3
MKTG 2210	Entrepreneurship	6
MKTG 2280	Sports Management	3
MKTG 2300	Marketing Management	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3
BUSN 1100	Introduction to Keyboarding	3
BUSN 1190	Digital Technologies in Business	2

BUSN 1210	Electronics Calculators	2
BUSN 1230	Legal Terminology	3
BUSN 1240	Office Procedures	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	3
BUSN 1300	Introduction to Business	3
BUSN 1310	Introduction to Business Culture	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 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2180	Speed and Accuracy Keying	1
BUSN 2190	Business Document Proofreading & Editing	3
BUSN 2200	Office Accounting	4
BUSN 2210	Applied Office Procedures	3
BUSN 2220	Legal Administrative Procedures	3
BUSN 2370	Medical Office Billing/Coding/Insurance	3
	Total Hours	**44**

HOSPITALITY CUSTOMER SERVICE SPECIALIST (HC31)

Technical Certificate of Credit

The Hospitality Customer Service Specialist TCC program is specifically designed to address the point of contact between hospitality customers and employees in the area of communications and customer service. Emphasis is placed on business etiquette, business communication, and providing superior service in a variety of hospitality settings.

Education Requirements

Admission: None
Graduation: High school diploma or High School Equivalency
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
HOSP 1301	Hospitality Industry Environment	2
HOSP 1321	Customer Service Skills	2
BCST 1000	Interpersonal Development	2
or EMPL 1000	Interpersonal Relations and Professional Development	(2)
BCST 1010	Survey of Technology	3
or COMP 1000	Introduction to Computer Literacy	(3)
	Total Hours	**9**

HOSPITALITY OPERATIONS ASSOCIATE (HP31)

Technical Certificate of Credit

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

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-level Workforce
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Putnam | Online | GDC

		Credit Hours
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160	Food and Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM xxxx	Occupationally Related Elective(s)	3

Occupationally Related Electives:

HRTM 1110	Travel Industry and Travel Geography - Americas	3
HRTM 1115	Travel Industry and Travel Geography - International	3
HRTM 1120	Tour and Cruise Management	3
HRTM 1130	Business Etiquette	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1170	Hospitality, Industry Accounting, and Financial Analysis	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
	Total Hours	**12**

TRAVEL AND TOURISM ASSOCIATE (TAT1)

Technical Certificate of Credit

The Travel and Tourism Associate technical certificate prepares students to work for convention and visitor bureaus, cruise lines, travel agencies and destination management companies, and other enterprises involved in the planning and implementation of individual and corporate travel programs. Topics include the travel industry, travel geography, tour and cruise management, hospitality law, and business etiquette and communication.

Education Requirements

Admission: TCSG Standard
Graduation: High school diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
or BCST 1010	Survey of Technology	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110	Travel Industry and Travel Geography - Americas	3
or HRTM 1115	Travel Industry and Travel Geography -International	3
HRTM 1130	Business Etiquette	3
HRTM 1210	Hospitality Law	3
HRTM xxxx	Occupationally Related Elective (HRTM 115 and HRTM 1201 preferred)	3

Occupationally Related Electives:

HRTM 1105	Tourism in Georgia	3
HRTM 1120	Tour and Cruise Management	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food and Beverage Management	3
HRTM 1170	Hospitality, Industry Accounting, and Financial Analysis	3
HRTM 1201	Hospitality Marketing	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
	Total Hours	**18**

LEGAL STUDIES

LEGAL STUDIES (PS13)

Associate Degree

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. Note: Paralegals may not provide legal services directly to the public except as permitted by law.

Education Requirements

Admission: TCSG Standard
Graduation: High school diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Warner Robins

		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		
ECON 1101	Principles of Economics	3
or HIST 1111	World History I	(3)
or HIST 2111	U.S. History I	(3)
or POLS 1101	American Government	(3)
or PSYC 1101	Introduction to Psychology	(3)
or SOCI 1101	Introduction to Sociology	(3)
Area III - Natural Sciences/Mathematics		
MATH 1103	Quantitative Skills and Reasoning	3
or MATH 1101	Mathematical Modeling	(3)
or MATH 1111	College Algebra	(3)
or MATH 1113	Pre-Calculus	(3)
or MATH 1127	Introduction to Statistics	(3)
Area IV - Humanities/Fine Arts		
ARTS 1101	Art Appreciation	3
or ENGL 2130	American Literature	(3)
or HUMN 1101	Introduction to Humanities	(3)
or MUSC 1101	Music Appreciation	(3)
Occupational Courses		**51**
COMP 1000	Introduction to Computer Literacy	3
LGST 1100	Introduction to Law And Ethics	3
LGST 1105	Legal Research and Legal Writing I	3
LGST 1110	Legal Research and Legal Writing II	3
LGST 1115	Family Law	3
LGST 1120	Real Estate Law	3
LGST 1125	Criminal Law and Criminal Procedure	3
LGST 1130	Civil Litigation	3
LGST 2215	Wills, Trusts, Probate, and Administration	3
LGST 1140	Tort Law	3
LGST 1145	Law Office Management	3
LGST 1150	Contracts, Commercial Law and Business Organizations	3
LGST 2210	Paralegal Internship I	6
or LGST 2200	Paralegal Practicum	(6)

Choose nine (9) hours from the following Specific Occupational-Guided Electives:

BUSN 1230	Legal Terminology	3
ENGL 1105	Workplace and Technical Communications	3
MGMT 1110	Employment Rules and Regulations	3
LGST 1200	Bankruptcy/Debtor-Creator Relations	3
LGST 1205	Constitutional Law	3
LGST 1210	Legal and Policy Issues in Healthcare	3
LGST 1215	Administrative Law	3
LGST 2205	Advanced Legal Research and Writing	3
LGST 2215	Paralegal Internship II	6
	Total Hours	**69**

ADVANCED LEGAL ASSISTANT (AL41)

Technical Certificate of Credit

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 certification, 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.

Education Requirements

Admission: Bachelor's Degree
Graduation: Bachelor's Degree
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: **Macon |** Warner Robins

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
LGST 1100	Introduction to Law And Ethics	3
LGST 1105	Legal Research and Legal Writing I	3
LGST 1115	Family Law	3
LGST 1120	Real Estate Law	3
LGST 1125	Criminal Law and Criminal Procedure	3
LGST 1130	Civil Litigation	3
LGST 1140	Tort Law	3
LGST 1150	Contracts, Commercial Law and Business Organizations	3
	Total Hours	**27**

PUBLIC SAFETY & PROFESSIONAL SERVICES TECHNICAL CERTIFICATES

ENVIRONMENTAL HORTICULTURE TECHNICIAN (EH11)

Technical Certificate of Credit

Prepares students to engage in the propagation, growing and marketing of plants for use in the home, business or the landscape greenhouse and nursery operations. The program provides a solid foundation of plant knowledge and nursery, garden center skills to equip students to work effectively in nurseries, retail garden centers, and entrepreneurial enterprises. The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Entry-Level Workforce Certificate
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
HORT 1000	Horticulture Science	3
HORT 1050	Nursery Production and Management	4
HORT 1070	Landscape Installation	4
HORT 1080	Pest Management	3
HORT 1310	Irrigation and Water Management	4
	Total Hours	**18**

GREENHOUSE PRODUCTION FUNDAMENTALS (GPF1)

Technical Certificate of Credit

This certificate provides an understanding of horticulture as it relates to nursery stock and vegetable production. Instruction includes plant science, soil science, pest management, plant propagation and nursery production.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: GDC

		Credit Hours
HORT 1050	Nursery Production and Management	4
HORT 1100	Introduction to Sustainable Agriculture	3
	Total Hours	**7**

General Studies

Early College Essentials

Education

General Studies

Interdisciplinary Studies

Psychology

Social Work

Technical Specialist

Technical Studies

EARLY COLLEGE ESSENTIALS

EARLY COLLEGE ESSENTIALS (EC21)

Technical Certificate of Credit

Designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. These students have been identified as capable of performing academically at the college level; some are disengaged at the high school and are at risk of dropping out.

Education Requirements

Admission: None
Graduation: None
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Dual Enrollment

		Credit Hours
ENGL 1101	Composition and Rhetoric	3
Electives – Select 15 to 16 hours from:		
ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
and BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
and BIOL 1112L	Biology Lab II	1
BIOL 2113	Anatomy and Physiology I	3
and BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
and BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology I	3
and BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
and CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
and CHEM 1212L	Chemistry Lab II	1
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature and Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	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
HUMN 1101	Introduction to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MATH 1132	Calculus II	4
MUSC 1101	Music Appreciation	3
PHYS 1111	Introductory Physics	3
and PHYS 1111L	Introductory Physics Lab	1
PHYS 1112	Introductory Physics II	3
and PHYS 1112L	Introductory Physics II Lab	1
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3
	Total Minimum Hours	**18**

EDUCATION

ASSOCIATE OF SCIENCE IN EDUCATION (AC93)

Associate Degree

The Associate of Science in Education degree program is a series of courses designed to provide students with a foundation in education preparing students for careers in teaching, educational administration, or related fields. The program emphasizes a combination of education theory and practical application as well as general core, science, and mathematics competencies necessary for successful employment. Additionally, graduates would be eligible to articulate to select 4-year institutions without loss of credit and having met the number of credit hours necessary for a 2+2 transfer to a B.S. in Education.

Education Requirements

Admission:	High School Diploma or High School Equivalency
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Associate Degree Level Requirement
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**42**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II - Social/Behavioral Sciences		
HIST 2111	U.S. History I	3
or HIST 2112	U.S. History II	(3)
POLS 1101	American Government	3
Choose 6 hours from the following:		6
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)
PSYC 1101	Introduction to Psychology	(3)
SOCI 1101	Introduction to Sociology	(3)
ECON 2105	Macroeconomics	(3)
ECON 2106	Microeconomics	(3)
POLS 2401	Global Issues	(3)
SOCI 1160	Introduction to Social Problems	(3)
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
or MATH 1113	Precalculus	(3)
Choose 8 hours of BIOL, CHEM, or PHYS:		8
BIOL 1111	Biology I	(3)
and BIOL 1111L	Biology Lab I	(1)
BIOL 1112	Biology II	(3)
and BIOL 1112L	Biology Lab II	(1)
CHEM 1211	Chemistry I	(3)
and CHEM 1211L	Chemistry Lab I	(1)
CHEM 1212	Chemistry II	(3)
and CHEM 1212L	Chemistry Lab II	(1)
PHYS 1111	Introductory Physics	(3)
and PHYS 1111L	Introductory Physics Lab	(1)
PHYS 1112	Introductory Physics II	(3)
and PHYS 1112L	Introductory Physics II Lab	(1)
General Education Core Elective		
MATH 1127	Introduction to Statistics	3
or MATH 1131	Calculus I	(4)
Area IV - Humanities/Fine Arts		
ENGL 2110	World Literature	3
or ENGL 2130	American Literature	(3)
ARTS 1101	Art Appreciation	3
or MUSC 1101	Music Appreciation	(3)
or SPCH 1101	Public Speaking	(3)
or COMM 1100	Human Communication	(3)
Area V - Institutional Option		
Choose 4-6 hours from the following:		4-6
COMP 1000	Introduction to Computer Literacy	(3)
EMPL 1000	Interpersonal Relations and Professional Development	(2)
COLL 1500	College Success	(3)
PSYC 1100	Perspectives of the Human Mind	(4)
EDUC 2000	Written and Verbal Communications for Teachers	(3)
Occupational Courses		**18**
EDUC 2001	Life and Earth Science for Elementary/ Early Childhood Educators	3
EDUC 2002	Physical Science for Elementary/ Early Childhood Educators	3
EDUC 2008	Mathematics for Elementary/ Early Childhood Educators	3
EDUC 2110	Investigating Critical and Contemporary Issues in Education	3
EDUC 2120	Exploring sociocultural Perspectives and Diversity in Educational Context	3
EDUC 2130	Exploring Teaching and Learning	3
	Total Minimum Hours	**60**

GENERAL STUDIES

ASSOCIATE OF SCIENCE IN GENERAL STUDIES (AB73)

Associate Degree

Prepares students to pursue a baccalaureate degree to prepare for careers in multiple fields of studies. Graduates develop academic and professional knowledge and skills needed to further their education at a four-year transfer institution and to succeed in the profession of their choice.

Education Requirements

Admission: TCSG Standard
Graduation: High School Diploma or High School Equivalency
Placement Measure: Standard
Minimum Age: TCSG Standard
Location(s) Offered: Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**42**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II - Social/Behavioral Sciences		
HIST 2111	U.S. History I	3
or HIST 2112	U.S. History II	(3)
POLS 1101	American Government	3
XXXX xxxx	Social/Behavioral Sciences Elective *(Choose 6 hours from "Area II - Social/Behavioral Sciences" on page 69)*	6
Area III - Natural Sciences/Mathematics		
MATH 11XX	Degree-Level Math Course	3-4
Select ONE science course and corresponding lab (4 hours)		
BIOL 1111	Biology I	3
and BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy and Physiology I	(3)
and BIOL 2113L	Anatomy and Physiology Lab I	(1)
CHEM 1211	Chemistry I	(3)
and CHEM 1211L	Chemistry Lab I	(1)
PHYS 1110	Conceptual Physics	(3)
and PHYS 1110L	Conceptual Physics Lab	(1)
PHYS 1111	Introductory Physics	(3)
and PHYS 1111L	Introductory Physics Lab	(1)
XXXX xxxx	Natural Science/Math Sciences Elective *(Choose an additional BIOL/CHEM/PHSY course/corresponding lab OR any MATH elective)*	3-4
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective *(Choose 6 hours from "Area IV - Humanities/Fine Arts" on page 69)*	6
General Education Core Elective		
XXXX xxxx	General Education Core Elective (Areas I - IV) *(Choose 3 hours from Areas I-V "General Education Core Courses" on page 68)*	3
Area V - Institutional Option		
COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations and Professional Development	2
or COLL 1500	College Success	(3)
Program Specific Electives		**18**
XXXX xxxx	Program Specific Elective *Student may select any 1000- and 2000-level occupational courses related to major OR degree-level general education courses not used above. Please consult with your faculty advisor and CGTC's articulation website (**www.centralgatech.edu/academics/articulation**) for transfer options.*	

Total Minimum Hours 60

INTERDISCIPLINARY STUDIES

INTERDISCIPLINARY STUDIES (AF53)
Associate Degree

Allows customization of the program of study based on a student's individual academic and professional goals. Interdisciplinary studies is an option for students who wish to combine coursework from various disciplines into a single degree program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives. Students should work closely with a faculty advisor to strategically select coursework from designated areas of concentration that best suits their career path. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education.

Education Requirements

Admission:	TCSG Standard
Graduation:	High school diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins

		Credit Hours
General Education Core Courses		**21**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Language Arts/Communications Elective	3
(Choose 3 hours from "Area I - Language Arts/Communications" on page 69)		
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences	6
(Choose 6 hours from "Area II - Social/Behavioral Sciences" on page 69)		
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
XXXX xxxx	Natural Sciences/Mathematics Elective	3-4
(Choose 3-4 hours from "Area III - Natural Sciences/Mathematics" on page 69)		
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	3
(Choose 3 hours from "Area IV - Humanities/Fine Arts" on page 69)		
Interdisciplinary Studies Requirements		40
Choose course work from the following interdisciplinary areas of concentration: Aerospace, Trade & Industry; Business & Computer Technologies; Health Sciences; or Public Safety & Professional Services. *Students should work with a faculty advisor to strategically select courses to design a program that suits a specific career path.*		
	Minimum Total Hours	**61**

MEDICAL PROFESSIONS PATHWAY

ASSOCIATE OF SCIENCE IN GENERAL STUDIES (AB73) with HEALTHCARE PROFESSIONAL (HP41) PATHWAY
Associate Degree + TCC

The Associate of Science Degree in General Studies combined with the Healthcare Professional (HP41) pathway prepares students to pursue CGTC's Medical Professions Pathway and gain qualification to transfer to the Trinity School of Medicine's Transition Term to complete a total of 95 hours of coursework. Students with grades of C or better in all coursework and a 3.0 or better GPA will be considered for promotion into the Trinity School of Medicines' Doctor of Medicine degree program. Students with a GPA between 2.5 and 2.99 may be considered for promotion to the MD program on a case-by-case basis. Students not selected for the Transition Term, or promotion to the MD program, may be eligible to compete for a CGTC Health Sciences degree program, or choose to transfer to a partnering four-year institution to complete a baccalaureate degree to prepare for careers in multiple fields of studies. For more information on the Medical Professions Pathway with Trinity, please view the articulation (transfer) agreement on the CGTC website.

Education Requirements

Admission:	TCSG Standard
Graduation:	High school diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**43**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II - Social/Behavioral Sciences		
HIST 2111	U.S. History I	3
or HIST 2112	U.S. History II	(3)
POLS 1101	American Government	3
PSYC 1101	Introduction to Psychology	3
PSYC 2103	Human Growth and Development	3
Area III - Natural Sciences/Mathematics		
BIOL 1111	Biology I	3
and BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
and BIOL 1112L	Biology Lab II	1
MATH 1111	College Algebra	3
Area IV - Humanities/Fine Arts		
XXXX xxxx	Humanities/Fine Arts Elective	6
(Choose 6 hours from "Area IV - Humanities/Fine Arts" on page 69)		
General Education Core Elective		
SPCH 1101	Public Speaking	3
Area V - Institutional Option		
COMP 1000	Introduction to Computer Literacy	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Occupational Courses		**34**
BIOL 2113	Anatomy and Physiology I	3
and BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
and BIOL 2114L	Anatomy and Physiology Lab II	1
BIOL 2117	Introductory Microbiology I	3
and BIOL 2117L	Introductory Microbiology Lab	1
CHEM 1211	Chemistry I	3
and CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
and CHEM 1212L	Chemistry Lab II	1
CHEM 2211	Organic Chemistry	3
and CHEM 2211L	Organic Chemistry Lab	1
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
PHYS 1111	Introductory Physics	3
and PHYS 1111L	Introductory Physics Lab	1
	Total Minimum Hours	**77**

PSYCHOLOGY

ASSOCIATE OF SCIENCE IN PSYCHOLOGY (AE93)

Associate Degree

The Associate of Science Degree in Psychology provides students with a solid foundation of knowledge regarding the science of human thought, behavior, and emotion, both individual and collective. Courses are intended to foster the development of cultural, personal, and professional awareness, as well as to strengthen critical thinking, technological, and communication skills. Graduates may pursue additional education opportunities at four-year institutions or pursue a variety of entry-level positions in the career fields of education, counseling, criminal justice, medical or social services, and business. Additionally, graduates would be eligible to articulate to select 4-year institutions without loss of credit and having met the number of credit hours necessary for a 2+2 transfer to a B.S. in Psychology.

Education Requirements

Admission:	High School Diploma or High School Equivalency
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Associate Degree Level Requirement
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**42**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II - Social/Behavioral Sciences		
HIST 2111	U.S. History I	3
or HIST 2112	U.S. History II	(3)
POLS 1101	American Government	3
Choose 6 hours from the following:		6
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)
SOCI 1101	Introduction to Sociology	(3)
ECON 2105	Macroeconomics	(3)
ECON 2106	Microeconomics	(3)
POLS 2401	Global Issues	(3)
SOCI 1160	Introduction to Social Problems	(3)
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
or MATH 1113	Precalculus	(3)
Choose 8 hours of BIOL, CHEM, or PHYS:		8
BIOL 1111	Biology I	(3)
and BIOL 1111L	Biology Lab I	(1)
BIOL 1112	Biology II	(3)
and BIOL 1112L	Biology Lab II	(1)
CHEM 1211	Chemistry I	(3)
and CHEM 1211L	Chemistry Lab I	(1)
CHEM 1212	Chemistry II	(3)
and CHEM 1212L	Chemistry Lab II	(1)
PHYS 1111	Introductory Physics	(3)
and PHYS 1111L	Introductory Physics Lab	(1)
PHYS 1112	Introductory Physics II	(3)
and PHYS 1112L	Introductory Physics II Lab	(1)
General Education Core Elective		
MATH 1127	Introduction to Statistics	3
or MATH 1131	Calculus I	(4)
Area IV - Humanities/Fine Arts		
ENGL 2110	World Literature	3
or ENGL 2130	American Literature	(3)
ARTS 1101	Art Appreciation	3
or MUSC 1101	Music Appreciation	(3)
or SPCH 1101	Public Speaking	(3)
or COMM 1100	Human Communication	(3)
Area V - Institutional Option		
Choose 4-6 hours from the following:		4-6
COMP 1000	Introduction to Computer Literacy	(3)
EMPL 1000	Interpersonal Relations and Professional Development	(2)
COLL 1500	College Success	(3)
PSYC 1100	Perspectives of the Human Mind	(4)
EDUC 2000	Written and Verbal Communications for Teachers	(3)
Occupational Courses		**9**
PSYC 1101	Introduction to Psychology	3
PSYC 2101	Psychology of Adjustment	3
PSYC 2103	Human Development	3
Program Specific Electives		**9**
XXXXX xxxx	Program Specific Elective	

*Student may select any 1000- and 2000-level occupational courses related to major OR degree-level general education courses not used above. Please consult with your faculty advisor and CGTC's articulation website (**www.centralgatech.edu/academics/articulation**) for transfer options.*

Total Minimum Hours 60

SOCIAL WORK

ASSOCIATE OF SCIENCE IN SOCIAL WORK (AD93)

Associate Degree

The Associate of Science in Social Work degree program provides students with a foundation for entry-level positions in human services and related career fields. The program emphasizes the skills, knowledge, values, and sensitivity to effectively serve and support individuals, groups, and communities in a variety of settings. Additionally, graduates would be eligible to articulate to select 4-year institutions without loss of credit and having met the number of credit hours necessary for a 2+2 transfer to a B.S. in Social Work.

Education Requirements

Admission:	High School Diploma or High School Equivalency
Graduation:	High School Diploma or High School Equivalency
Placement Measure:	Associate Degree Level Requirement
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
General Education Core Courses		**42**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
Area II - Social/Behavioral Sciences		
HIST 2111	U.S. History I	3
or HIST 2112	U.S. History II	(3)
POLS 1101	American Government	3
Choose 6 hours from the following:		6
ECON 2105	Macroeconomics	(3)
ECON 2106	Microeconomics	(3)
HIST 1111	World History I	(3)
HIST 1112	World History II	(3)
HIST 2111	U.S. History I	(3)
HIST 2112	U.S. History II	(3)
POLS 2401	Global Issues	(3)
SOCI 1101	Introduction to Sociology	(3)
SOCI 1160	Introduction to Social Problems	(3)
Area III - Natural Sciences/Mathematics		
MATH 1101	Mathematical Modeling	3
or MATH 1103	Quantitative Skills and Reasoning	(3)
or MATH 1111	College Algebra	(3)
or MATH 1113	Precalculus	(3)
Choose 8 hours of BIOL, CHEM, or PHYS:		8
BIOL 1111	Biology I	(3)
and BIOL 1111L	Biology Lab I	(1)
BIOL 1112	Biology II	(3)
and BIOL 1112L	Biology Lab II	(1)
CHEM 1211	Chemistry I	(3)
and CHEM 1211L	Chemistry Lab I	(1)
CHEM 1212	Chemistry II	(3)
and CHEM 1212L	Chemistry Lab II	(1)
PHYS 1111	Introductory Physics	(3)
and PHYS 1111L	Introductory Physics Lab	(1)
PHYS 1112	Introductory Physics II	(3)
and PHYS 1112L	Introductory Physics II Lab	(1)
General Education Core Elective		
MATH 1127	Introduction to Statistics	3
	or	
MATH 1131	Calculus I	(4)
Area IV - Humanities/Fine Arts		
ENGL 2110	World Literature	3
or ENGL 2130	American Literature	(3)
ARTS 1101	Art Appreciation	3
or MUSC 1101	Music Appreciation	(3)
or SPCH 1101	Public Speaking	(3)
or COMM 1100	Human Communication	(3)
Area V - Institutional Option		
Choose 4-6 hours from the following:		4-6
COMP 1000	Introduction to Computer Literacy	(3)
EMPL 1000	Interpersonal Relations and Professional Development	(2)
COLL 1500	College Success	(3)
PSYC 1100	Perspectives of the Human Mind	(4)
EDUC 2000	Written and Verbal Communications for Teachers	(3)
Occupational Courses		**15**
PSYC 1101	Introduction to Psychology	3
PSYC 2103	Human Development	3
SOCW 2000	Introduction to Social Work	3
SOCW 2010	Introduction to Case Management	3
SOCW 2130	Social Welfare, Ethics, and Community Service	3
Program Specific Electives		**3**
XXXXX xxxx	Program Specific Elective	

*Student may select any 1000- and 2000-level occupational courses related to major OR degree-level general education courses not used above. Please consult with your faculty advisor and CGTC's articulation website (**www.centralgatech.edu/academics/articulation**) for transfer options.*

Total Minimum Hours 60

TECHNICAL SPECIALIST

TECHNICAL SPECIALIST (TC31)
Technical Certificate of Credit

Prepares 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.

Education Requirements

Admission:	TCSG Standard
Graduation:	High school diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville | Warner Robins Online

		Credit Hours
COMP 1000	Introduction to Computer Literacy	3
ENGL 1101	Composition and Rhetoric	3
XXXX xxxx	Occupationally-Guided Electives**	9-12

Social/Behavioral Science -
XXXX xxxx Social/Behavioral Sciences Elective 6
(Choose 6 hours from "Area II - Social/Behavioral Sciences" on page 69)

Natural Sciences/Mathematics -
XXXX xxxx Natural Sciences/Mathematics Elective 3
(Choose 3 hours from "Area III - Natural Sciences/Mathematics" on page 69)

Humanities/Fine Arts -
XXXX xxxx Humanities/Fine Arts Elective 6
(Choose 6 hours from "Area IV - Humanities/Fine Arts" on page 69)

Electives – Select 6 to 12 hours:
XXXX xxxx General Education Core Elective (Areas I - IV) 6-12

Total Hours 36

***Students may take any course except Learning Support*

TECHNICAL STUDIES

TECHNICAL STUDIES (TS23)
Associate Degree

Prepares 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. The program emphasizes a continuation of technical studies theory and practical applications necessary for successful employment. Program graduates will be qualified for employment as technicians.

This degree requires a course cluster of 45 hours that includes completion of at least one Technical Certificate of Credit or diploma. Any hours not included in the completed Technical Certificate of Credit or diploma may be satisfied by any combination of advisor guided occupational/degree-level course work excluding the 15 semester credit hours required to satisfy areas I-IV.

Education Requirements

Admission:	TCSG Standard
Graduation:	High school diploma or High School Equivalency
Placement Measure:	Standard
Minimum Age:	TCSG Standard
Location(s) Offered:	Macon | Milledgeville Warner Robins | Online

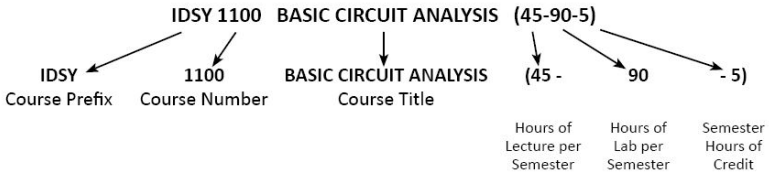
		Credit Hours
General Education Core Courses		**15**
Area I - Language Arts/Communication		
ENGL 1101	Composition and Rhetoric	3
Area II - Social/Behavioral Sciences		
XXXX xxxx	Social/Behavioral Sciences Elective	3
(Choose 3 hours from "Area II - Social/Behavioral Sciences" on page 69)		
Area III - Natural Sciences/Mathematics		
MATH 1103	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
(Choose 3 hours from Areas I-V "General Education Core Courses" on page 68)		
Course Cluster		**45**
45 hours of advisor-guided occupational/degree-level courses excluding the 15 credit hours required to satisfy Areas I-IV.		
	Total Hours	**60**

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.



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 Aerospace, Trade & Industry Programs; Business & Computer Technologies Programs; Health Sciences Programs; Public Safety & Professional Services Programs; and General Studies 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.

Course Descriptions

Accounting

ACCT 1100 | FINANCIAL ACCOUNTING I (45-30-4)

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

Prerequisite: Program admission or advisor approval

ACCT 1105 | FINANCIAL ACCOUNTING II (45-30-4)

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: fixed and intangible assets, current and long-term liabilities (notes payable), payroll, accounting for a partnership, accounting for a corporation, statement of cash flows, and financial statement analysis. Laboratory work demonstrates theory presented in class.

Prerequisite: ACCT 1100 and instructor approval for provisional students

ACCT 1115 | COMPUTERIZED ACCOUNTING (15-60-3)

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.

Prerequisite: ACCT 1100, COMP 1000

ACCT 1120 | SPREADSHEET APPLICATIONS (30-60-4)

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

Prerequisite: COMP 1000

ACCT 1125 | INDIVIDUAL TAX ACCOUNTING (30-30-3)

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 | PAYROLL ACCOUNTING (30-30-3)

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

Prerequisite: ACCT 1100

ACCT 2000 | MANAGERIAL ACCOUNTING (30-30-3)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include managerial accounting concepts, manufacturing accounting using a job order cost system, manufacturing accounting using a process cost system, cost behavior and cost-volume-profit, budgeting and standard cost accounting, flexible budgets, standard costs and variances, and capital investment analysis and budgeting. Laboratory work demonstrates theory presented in class.

Prerequisite: ACCT 1105

ACCT 2120 | BUSINESS TAX ACCOUNTING (30-30-3)

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.

Prerequisite: ACCT 1125

ACCT 2135 | INTRODUCTION TO GOVERNMENTAL AND NONPROFIT ACCOUNTING (45-0-3)

This course provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

Prerequisite: ACCT 1105

ACCT 2140 | LEGAL ENVIRONMENT OF BUSINESS (45-0-3)

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.

Prerequisite: Program admission

ACCT 2145 | PERSONAL FINANCE (45-0-3)

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACCT 2150 | PRINCIPLES OF AUDITING (45-0-3)

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.

Prerequisite: ACCT 1105

ACCT 2155 | PRINCIPLES OF FRAUD EXAMINATION (45-0-3)

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.

Prerequisite: Program admission

Automotive Collision Repair

ACRP 1000 | INTRODUCTION TO AUTO COLLISION REPAIR (54-12-4)

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005 | AUTOMOBILE COMPONENT REPAIR AND REPLACEMENT (26-79-4)

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

Co-requisite: ACRP 1000

ACRP 1010 | FOUNDATIONS OF COLLISION REPAIR (29-111-5)

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

Co-requisite: ACRP 1000, ACRP 1005

ACRP 1015 | FUNDAMENTALS OF AUTOMOTIVE WELDING (34-56-4)

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

Prerequisite: Program admission
Co-requisite: ACRP 1000

ACRP 2001 | INTRODUCTION TO AUTO PAINTING AND REFINISHING (45-62-5)

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.

Co-requisite: ACRP 1000, ACRP 1010

ACRP 2002 | PAINTING AND REFINISHING TECHNIQUES (39-71-5)

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.

Co-requisite: ACRP 1000, ACRP 2001

ACRP 2009 | REFINISHING INTERNSHIP (0-90-2)

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.

Prerequisite: ACRP 1000

ACRP 2108 | REFINISHIG INTERNSHIP I (0-45-1)

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

Prerequisite: ACRP 1000

ACRP 2109 | REFINISHING INTERNSHIP II (0-45-1)

Provides continued 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.

Air Conditioning Technology

AIRC 1005 | REFRIGERATION FUNDAMENTALS (45-45-4)

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 | REFRIGERATION PRINCIPLES AND PRACTICES (45-45-4)

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and refrigeration safety.

Co-requisite: AIRC 1005

AIRC 1020 | REFRIGERATION SYSTEMS COMPONENTS (45-45-4)

This course provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

Co-requisite: AIRC 1010

AIRC 1030 | HVACR ELECTRICAL FUNDAMENTALS (45-45-4)

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 HVACR ELECTRICAL MOTORS (45-45-4)

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Prerequisite: AIRC 1030

AIRC 1050 | HVACR ELECTRICAL COMPONENTS AND CONTROLS (45-45-4)

This course provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include identification, installation, application, diagnosis and safety procedures for : transformers, thermostats, pressure switches, control boards and commonly used HVACR controls and control systems.

Co-requisite: AIRC 1030
Prerequisite: *VECTR Students Only:* Completion of job shadowing requirement.

AIRC 1060 | AIR CONDITIONING SYSTEMS APPLICATION AND INSTALLATION (45-45-4)

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.

Co-requisite: AIRC 1010, AIRC 1030

AIRC 1070 | GAS HEAT (45-45-4)

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Prerequisite: AIRC 1030

AIRC 1080 | HEAT PUMPS AND RELATED SYSTEMS (45-45-4)

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

Prerequisite: AIRC 1010, AIRC 1030

AIRC 1090 | TROUBLESHOOTING AIR CONDITIONING SYSTEMS (45-45-4)

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

Prerequisite: AIRC 1010, AIRC 1030

Allied Health Science

ALHS 1010 | INTRODUCTION TO ANATOMY AND PHYSIOLOGY (60-0-4)

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)

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)

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)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Program admission

ALHS 1090 | MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES (30-0-2)

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)

This course 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.

Prerequisite: Degree-level Math Placement Test Score

ALHS 1127 | HEALTH SCIENCES CHEMISTRY (45-30-4)

This course introduces basic chemical principles and concepts which explain the behavior of matter. Topics include measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, acids and bases, gases, liquid mixtures, nuclear chemistry, organic chemistry and biochemistry.

Prerequisite: Degree-level Math Placement Test Score

ALHS 1200| OPERATING ROOM FUNDAMENTALS (30-60-4)

This course provides an overview of operating room concepts and principles. Topics include introduction to preoperative, intraoperative, and postoperative principles of the operating room; assistant circulator role, professionalism as well as health care facility information.

Prerequisite: ALHS 1040; CPR/BLS Certification

Advanced Machine Tool

AMCA 2110 | CNC FUNDAMENTALS (30-60-4)

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).

Prerequisite: MCHT 1011, MCHT 1012

AMCA 2130 | CNC MILL PROGRAMMING (45-60-5)

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.

Co-requisite: AMCA 2110

AMCA 2150 | CNC LATHE PROGRAMMING (45-60-5)

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.

Co-requisite: AMCA 2110

AMCA 2170 | CNC PRACTICAL APPLICATIONS (15-90-4)

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.

Prerequisite: AMCA 2110, AMCA 2130, AMCA 2150

AMCA 2190 | CAD/CAM PROGRAMMING (30-60-4)

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.

Co-requisite: AMCA 2110

Arts

ARTS 1101 | ART APPRECIATION (45-0-3)

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

Prerequisite: Appropriate degree level writing (English) and reading placement test scores

Aircraft Structural Technology

ASTT 1011 | BASIC BLUEPRINT READING (45-0-3)

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)

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 (45-90-6)

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 1041 | STRUCTURAL LAYOUT AND FABRICATION (60-90-7)

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 1051 | AEROSPACE QUALITY MANAGEMENT (30-0-2)

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.

Prerequisite: Program admission

ASTT 1070 | AERODYNAMICS (30-0-2)

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 1091 | COMPOSITES AND BONDED STRUCTURES (75-30-6)

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)

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 1111 | CORROSION CONTROL (45-30-4)

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 (45-30-4)

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)

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.

Automated Manufacturing Technology

AUMF 1100 | INTRODUCTION TO CYBER-PHYSICAL SYSTEMS (30-0-2)

This course will introduce students to the concepts of cyber-physical systems including, but not limited to, competencies involving manufacturing, automation, computer science, Industry 4.0, sensor technologies, digital twins, artificial intelligence, and machine learning. This course will be the first course taken in the degree program.

Prerequisite: Program Admission

AUMF 1120 | PROGRAMMABLE CONTROLLERS (30-120-5)

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

AUMF 1150 | INTRODUCTION TO ROBOTICS (30-45-3)

This course explores basic robotic concepts and studies robots in typical application environments. Topics include robot history and fundamentals, robot classifications, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and controllers, controller architecture in a system, robotic language programming, and human interface issues.

AUMF 1300 | ARTIFICIAL INTELLIGENCE IN MANUFACTURING (30-0-2)

This course provides foundational knowledge of current and emerging uses of artificial intelligence in the modern manufacturing context. Topics include defining AI, understanding AI learning and data sources, use cases of AI in manufacturing, and understanding the dynamics of human-ai interaction.

AUMF 1500 | MACHINE VISION FUNDAMENTALS (15-75-3)

In this course, students will explore machine vision technologies. Topics include machine vision software, hardware, and programming. Students will program machine vision technologies to perform basic vision tasks such as identification, sorting, and counting.

Prerequisite: AUMF 1120

AUMF 1520 | MANUFACTURING ORGANIZATIONAL PRINCIPLES (15-0-1)

This course provides 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 1540 | MANUFACTURING WORKFORCE SKILLS (30-0-2)

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.

AUMF 1560 | MANUFACTURING PRODUCTION REQUIREMENTS (15-0-1)

This course provides knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

AUMF 1580 | AUTOMATED MANUFACTURING SKILLS (45-0-3)

This course provides an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

AUMF 1660 | REPRESENTATIVE MANUFACTURING SKILLS (60-0-4)

This course provides an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

Automotive Technology

AUTT 1010 | AUTOMOTIVE TECHNOLOGY INTRODUCTION (15-30-2)

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1011 | BASIC AUTO MAINTENANCE AND LIGHT REPAIR I (50-85-6)

This course introduces students to basic automotive system checks and inspection procedures practiced in virtually all service shops. Fundamental service procedures are also covered.

Co-requisite: AUTT 1010

AUTT 1012 | AUTO MAINTENANCE AND LIGHT REPAIR II (27-152-6)

This course exposes students to the basic maintenance procedures and light repair operations performed by auto technicians on a regular basis on all eight areas of the vehicle.

Prerequisite: AUTT 1010, AUTT 1011

AUTT 1013 | AUTO MAINTENANCE AND LIGHT REPAIR III (27-152-6)

This course allows students to further study and practice basic maintenance procedures and diagnostic tests in all eight areas of light vehicle service.

Prerequisite: AUTT 1012

AUTT 1015 | AUTOMOTIVE ELECTRICAL PRINCIPLES (30-30-3)

This course introduces automotive electrical principles emphasizing basic electrical circuit laws and diagnosis and service/repair of 12V batteries.

AUTT 1020 | AUTOMOTIVE ELECTRICAL SYSTEMS (30-210-7)

This course introduces automotive electrical systems emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster and driver information systems, and body electrical systems.

Co-requisite: AUTT 1010

AUTT 1021 | AUTOMOTIVE ELECTRICAL SYSTEMS I (17-120-4)

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

Co-requisite: AUTT 1010

AUTT 1022 | AUTOMOTIVE ELECTRICAL SYSTEMS II (13-89-3)

This course emphasizes the basic principles, diagnosis, and service/repair of charging systems, advanced lighting systems, instrument cluster and driver information systems, and body electrical systems.

Co-requisite: AUTT 1021

AUTT 1030 | AUTOMOTIVE BRAKE SYSTEMS (30-75-4)

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

Co-requisite: AUTT 1010

AUTT 1040 | AUTOMOTIVE ENGINE PERFORMANCE (30-200-7)

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.

Prerequisite: AUTT 1020 OR AUTT 1021 AND AUTT 1022

AUTT 1041 | AUTOMOTIVE ENGINE PERFORMANCE I (13-87-3)

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.

Prerequisite: AUTT 1020 OR AUTT 1021 AND AUTT 1022

AUTT 1042 | AUTOMOTIVE ENGINE PERFORMANCE II (17-113-4)

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.

Prerequisite: AUTT 1020, AUTT 1022

AUTT 1050 | AUTOMOTIVE SUSPENSION AND STEERING SYSTEMS (15-110-4)

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.

Co-requisite: AUTT 1010

AUTT 1060 | AUTOMOTIVE CLIMATE CONTROL SYSTEMS (50-60-5)

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.

Prerequisite: AUTT 1020

AUTT 2010 | AUTOMOTIVE ENGINE REPAIR (30-145-6)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

Co-requisite: AUTT 1010

AUTT 2011 | AUTOMOTIVE ENGINE REPAIR I (15-75-3)

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.

Co-requisite: AUTT 1010

AUTT 2012 | AUTOMOTIVE ENGINE REPAIR II (15-70-3)

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.

Co-requisite: AUTT 2011

AUTT 2020 | AUTOMOTIVE MANUAL DRIVE TRAIN AND AXLES (31-69-4)

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

Co-requisite: AUTT 1010

AUTT 2030 | AUTOMOTIVE AUTOMATIC TRANSMISSIONS AND TRANAXLES (30-105-5)

Introduces students to basic automatic transmission/ transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

Prerequisite: AUTT 1020

AUTT 2105 | INTRODUCTION TO EV/HYBRID VEJICLES AND SAFETY PROTOCOLS (30-30-3)

This course introduces entry level automotive technicians to the differences in operation and service procedures for EV and Hybrid vehicles. The fundamental safety protocols that must be observed when performing service procedures on these types of vehicles are also addressed in detail. Topics include review of electrical/electronic system principles, types of EV/Hybrid vehicles in the market, safety equipment, PPE and special tooling, and standard EV/Hybrid shop safety protocols.

AUTT 2200 | EV/HYBRID VEHICLES INTRODUCTION AND SAFETY PROTOCOLS (30-30-3)

This course introduces experienced automotive technicians to the differences in operation and service procedures for EV and Hybrid vehicles. The fundamental safety protocols that must be observed when performing service procedures on these types of vehicles are also addressed in detail. Topics include review of electrical/electronic system principles, types of EV/Hybrid vehicles in the market, safety equipment, PPE and special tooling, and standard EV/Hybrid shop safety protocols.

Prerequisite: AUTT 1040

AUTT 2205 | EV/HYBRID VEHICLE BATTERIES AND POWERTRAINS (30-30-3)

This course covers general aspects and designs of batteries used in industry and automotive applications as well as battery support systems used in Hybrid/EV vehicles. General powertrain designs for auto applications are also discussed. Topics include battery design types, battery interlocks and sensing/management systems, 3-phase motors and other unique Hybrid/EV components.

Prerequisite: AUTT 1040

AUTT 2210 | EV/HYBRID VEHICLE BATTERY AND POWERTRAIN SERVICE (15-60-3)

This course covers the unique aspects of EV and Hybrid vehicle air conditioning and heating systems as well chassis and battery support systems. Topics covered include EV and hybrid cabin cooling and heating systems, HV battery support systems, and EV chassis systems.

Prerequisite: AUTT 1040

AUTT 2215 | EV/HYBRID VEHICLE BODY, CHASSIS, HVAC, AND SUPPORT SYSTEMS (30-30-3)

This course covers the unique aspects of EV and Hybrid vehicle air conditioning and heating systems as well chassis and battery support systems. Topics covered include EV and hybrid cabin cooling and heating systems, HV battery support systems, and EV chassis systems.

Prerequisite: AUTT 1040

Aviation Maintenance Technology

AVMT 1001 | AVIATION MATHEMATICS (30-0-2)

This course provides students with the knowledge, risk management, and skills associated with mathematics as it relates to aircraft maintenance. Topics include algebraic concepts, extract roots and raise numbers to a given power, area and volume of geometrical shapes, and ratio, proportion, and percentage problems.

Prerequisite: Program admission

AVMT 1011 | AIRCRAFT MAINTENANCE REGULATIONS (30-30-3)

This course provides students with the knowledge, risk management, and skills associated with regulations, maintenance forms, records, publications, and human factors.

Prerequisite: Program Admission

AVMT 1021 | AIRCRAFT APPLIED SCIENCES I (45-60-5)

This course provides students with knowledge, risk management, and skills associated with materials, hardware, and processes, ground operations and servicing, and aircraft cleaning, corrosion control, aircraft finishes, and aircraft inspection concepts and techniques.

Prerequisite: Program Admission

AVMT 1026 | AIRCRAFT APPLIED SCIENCES II (45 30-4)

This course provides students with the knowledge, risk management, and skills associated with aircraft drawings, weight and balance, and fluid lines and fittings.

Prerequisite: Program Admission

AVMT 1031 | AIRCRAFT ELECTRICITY AND ELECTRONICS (45-60-5)

This course provides students with a knowledge, risk management, and skills associated with basic electricity and electronics. Topics include relationship of voltage, current, resistance, and continuity in electrical circuits, electrical circuit diagrams, electrical power, capacitance and inductance, batteries, and solid-state devices.

AVMT 1211 | AVIATION PHYSICS (30-0-2)

This course provides students with the knowledge, risk management, and skills associated with aviation physics. Topics include temperature, physics fundamentals, pressure, temperature, and volume of air mass, basic aerodynamics and theory of flight, physical factors affecting engine output, relationship of pressure, area, and force, and principles of simple machines.

Prerequisite: Program Admission

AVMT 2021 | AIRFRAME SHEET METAL (30-60-4)

This course provides students with knowledge, risk management, and skills associated with aircraft metallic structures. Topics include sheet metal structures introductions, conventional and special rivets and fasteners, sheet metal form, lay out and bend, and welding.

Prerequisite: Program admission

AVMT 2026 | AIRFRAME NON-METALLIC STRUCTURES (15-60-3)

This course provides students with knowledge, risk management, and skills associated with aircraft non-metallic structures. Topics include wood structures and coverings, composite structures, plastic structures, windows, and interior furnishings.

Prerequisite: Program admission

AVMT 2041 | AIRFRAME ASSEMBLY AND RIGGING (15-30-2)

This course provides students with knowledge, risk management, and skills associated with aircraft flight controls and rotorcraft fundamentals. Topics include assembly and rigging; of fixed wing aircraft; assembly and rigging of rotary wing aircraft; and aircraft components, including flight control surfaces.

Prerequisite: Program admission

AVMT 2051 | AIRFRAME INSPECTION (30-60-4)

This course provides students with knowledge, risk management, and skills associated with airframe inspection Topics include airframe conformity and airframe air worthiness.

AVMT 2061 | AIRCRAFT HYDRAULIC AND PNEUMATIC SYSTEMS (15-30-2)

This course provides students with knowledge, risk management, and skills associated with aircraft hydraulic and pneumatic power systems. Topics include aircraft hydraulic systems; and pneumatic power systems.

Prerequisite: Program Admission

AVMT 2071 | AIRCRAFT LANDING GEAR SYSTEMS (30-60-4)

This course students with knowledge, risk management, and skills associated with aircraft landing gear. Topics include repair landing gear retraction systems and shock struts; brakes, wheels, and tires; and steering systems.

Prerequisite: Program admission

AVMT 2081 | AIRCRAFT ENVIRONMENTAL CONTROL SYSTEMS (30-30-3)

This course provides students with knowledge, risk management, and skills associated with environmental control, aircraft ice and rain control systems. Topics cabin atmosphere control systems; ice and rain control systems; and airframe fire protection systems.

Prerequisite: Program admission

AVMT 2086 | AIRCRAFT FUEL AND INSTRUMENT SYSTEMS (30-30-3)

This course provides students with knowledge, risk management, and skills associated with aircraft fuel systems, aircraft instrument systems, and water and waste systems. Topics aircraft fuel systems; aircraft instrument systems, and water and waste systems.

Prerequisite: Program admission

AVMT 2091 | AIRCRAFT ELECTRICAL SYSTEMS (45-60-5)

This course provides students with knowledge, risk management, and skills associated with aircraft electrical systems. Topics include power generation and distribution, electrical components, and electrical troubleshooting and maintenance.

AVMT 2096 | AIRCRAFT COMMUNICATION AND NAVIGATION SYSTEMS (30-30-3)

This course provides students with knowledge, risk management, and skills associated with aircraft communication and navigation systems. Topics include: autopilot servos and approach coupling systems; aircraft electronic communication and navigation systems including VHF and passenger address interphones, and antenna and electronic equipment installations.

AVMT 2211 | RECIPROCATING ENGINE POWERPLANTS (30-60-4)

This course students with knowledge, risk management, and skills associated with aircraft reciprocating engines. Topics include: aircraft reciprocating engine theory, and aircraft reciprocating engine repair and maintenance.

Prerequisite: Program Admission

AVMT 2231 | GAS TURBINE POWERPLANTS (60-60-4)

This course provides students with knowledge, risk management, and skills associated with aircraft turbine engines. Topics include aircraft gas turbine engine theory and removal, installation, inspection, and troubleshooting.

AVMT 2251 | GAS TURBINE POWERPLANTS (15-30-2)

This course provides students with knowledge, risk management, and skills associated with aircraft engine inspections. Topics include aircraft powerplant conformity inspection and aircraft powerplant airworthiness inspection.

AVMT 2261 | AIRCRAFT ENGINE FUEL AND FUEL METERING SYSTEMS (30-60-4)

This course provides students with knowledge, risk management, and skills associated with engine fuel and fuel metering systems. Topics include engine fuel system components reciprocating fuel metering, turbine fuel metering, and inspect, check, service, troubleshoot, and repair engine fuel systems.
Prerequisite: Program Admission

AVMT 2271 | POWERPLANT INSTRUMENTS, FIRE PROTECTION AND ELECTRICAL SYSTEMS (30-30-3)

This course provides students with knowledge, risk management, and skills associated with aircraft engine instrument systems, aircraft engine fire protection systems, and engine electrical systems. Topics include aircraft engine instrument systems, aircraft engine protection systems, and aircraft engine electrical systems.

Prerequisite: AVMT 1031

AVMT 2276 | POWERPLANT IGNITION AND STARTING SYSTEMS (45-30-4)

This course provides students with knowledge, risk management, and skills associated with ignition and starting systems. Topics include reciprocating and turbine engine ignition and starting systems.

Prerequisite: AVMT 1031

AVMT 2281 | AIRCRAFT POWERPLANT ACCESSORY SYSTEMS (30-30-3)

This course provides students with knowledge, risk management, and skills associated with aircraft lubricant systems, aircraft reciprocating engine induction and cooling systems, turbine engine air systems, and engine exhaust and reverser systems. Topics include reciprocating engine induction and cooling systems, turbine engine air systems, and engine exhaust and reverser systems.

Prerequisite: AVMT 2211, AVMT 2231

AVMT 2286 | AIRCRAFT PROPELLER SYSTEMS (30-30-3)

This course provides students with knowledge, risk management, and skills associated with aircraft propellers. Topics include propeller theory and fundamentals, and how to inspect, maintain, and troubleshoot propellers.

Prerequisite: AVMT 2211

Banking and Finance

BAFN 1100 | INTRODUCTION TO BANKING AND FINANCE (45-0-3)

This course introduces the student to the history, documents, and operational functions of the banking industry.

Prerequisite: Program admission

BAFN 1105 | BANK BUSINESS AND INFORMATION SYSTEMS (15-60-3)

The course emphasizes basic calculator functions with problem solving, types of banking equipment, teller skills and duties and procedures for bank reconciliations.

Prerequisite: MATH 1011 or MATH 1111

BAFN 1110 | MONEY AND BANKING (45-0-3)

The course emphasizes the relevance of monetary instruments, financial intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include the history and evolution of financial institutions, monetary instruments and flow; and central banking, operations, and policies.

Prerequisite: Program admission

BAFN 1115 | PERSONAL FINANCIAL PLANNING (30-30-3)

This course provides knowledge and applications in the management of personal and consumer finance. Topics include record keeping, budgeting, credit principles, investment principles, and forecasting.

Prerequisite: Program admission

BAFN 2200 | FINANCE (45-0-3)

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.

Prerequisite: ACCT 1100

BAFN 2205 | REAL ESTATE FINANCE (45-0-3)

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. Topics include the history of real estate, real estate concepts, real estate finance functions, real estate finance theory, and real estate investment activities.

BAFN 2210 | CONTEMPORARY BANK MANAGEMENT (45-0-3)

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. Topics include the history of commercial bank management, commercial bank management development, bank management concepts, major banking legislation, the Federal Reserve organization, monetary and fiscal policy tools, management strategies, and business loan pricing.

Prerequisite: BAFN 1100, BAFN 1110, BAFN 1115

BAFN 2215 | INVESTMENTS (45-0-3)

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 general investment information, investment planning, equity (stock) investments, debt (bond) investments, mutual funds, retirement planning, and retirement plans.

Prerequisite: BAFN 1115

Barbering

BARB 1000 | INTRODUCTION TO BARBER/STYLING IMPLEMENTS (45-0-3)

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

BARB 1010 | SCIENCE: STERILIZATION, SANITATION, AND BACTERIOLOGY (30-45-3)

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

BARB 1022 | SHAMPOOING (15-75-3)

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

BARB 1024 | BASIC HAIRCUTTING (15-75-3)

This course continues the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

BARB 1030 | HAIRCUTTING/BASIC STYLING (15-90-3)

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques

BARB 1040 | SHAVING (15-75-3)

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

BARB 1050 | SCIENCE: ANATOMY AND PHYSIOLOGY (45-0-3)

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

BARB 1060 | INTRODUCTION TO COLOR THEORY/ COLOR APPLICATION (15-83-3)

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

BARB 1072 | CHEMICAL PERMANENT WAVING SERVICES (15-83-3)

This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provides instruction in the application of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

BARB 1074 | CHEMICAL HAIR RELAXERS SERVICES (15-83-3)

This course builds on the Chemical Permanent Waving Services course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, times permanent wave, timed relaxer applications, and Hazardous Duty Standard Act.

BARB 1082 | PRACTICUM I (0-120-4)

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

BARB 1084 | PRACTICUM II (0-135-4)

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

BARB 1090 | FACIAL AND FACIAL TREATMENTS (15-90-4)

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 | LIVE WORK PRACTICUM (0-135-4)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting 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 (15-90-4)

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.

Business-Customer Service Technology

BCST 1000 | INTERPERSONAL DEVELOPMENT (30-0-2)

This course helps the student to develop self-actualization skills. It includes skill development to work together effectively in a team, identify the steps involved in the job interviewing and job search process, appreciate difficult customers and provides the student with skills to calm angry customers and to resolve their problems, create an awareness of the importance of image, become more comfortable dealing with conflict situations, and to better understand and serve multicultural customers, both internal customers (co-workers) or external customers.

Prerequisite: None

BCST 1010 | SURVEY OF TECHNOLOGY (15-60-3)

This course provides the student with an introduction to computer use and the Microsoft operating environment. It is designed as a guide for the beginner. Topics include working in the Windows 2010 operating environment, word processing, spreadsheets, databases, and electronic animated presentations.

Prerequisite: None

BCST 1020 | OFFICE MANAGEMENT (30-0-2)

This course provides the student with basic principles of operating a business, using numbers in business to perform many calculations, draft concise, easy-to-read business correspondence, help participants to identify, prioritize, and re-prioritize tasks as situations arise and change and introduce a systematic problem-solving process to be applied in a customer service setting.

Prerequisite: None

BCST 1030 | ADVANCED OFFICE MANAGEMENT (30-0-2)

This course provides students with skills necessary to communicate with customers and successfully manage the relationship in both telephone and face-to-face situations. Topics include skills to effectively communicate with customers using business language, developing rapport with customers, problem solving in customer service, telephone skills, and sales skills in the service environment.

Prerequisite: None

BCST 1040 | EMPLOYEE EFFECTIVENESS (45-0-3)

This course provides the student with an introduction to computer use and the Microsoft operating environment. It is designed as a guide for the beginner. Topics include working in the Windows 2010 operating environment, word processing, spreadsheets, databases, and electronic animated presentations.

Prerequisite: None

BCST 1050 | WORD PROCESSING CONCEPTS (30-60-4)

This course provides the student with an introduction to computer use and the Microsoft operating environment. It is designed as a guide for the beginner. Topics include working in the Windows 2010 operating environment, word processing, spreadsheets, databases, and electronic animated presentations.

Prerequisite: BCST 1010

BCST 1060 | SPREADSHEET APPLICATIONS (30-60-4)

This course provides the student with an introduction to computer use and the Microsoft operating environment. It is designed as a guide for the beginner. Topics include working in the Windows 2010 operating environment, word processing, spreadsheets, databases, and electronic animated presentations.

Prerequisite: BCST 1010

Biology

BIOL 1111 | BIOLOGY I (45-0-3)

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

Prerequisite: Regular Admission
Co-requisite: BIOL 1111L

BIOL 1111L | BIOLOGY LAB I (0-45-1)

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

Prerequisite: Regular Admission
Co-requisite: BIOL 1111

BIOL 1112 | BIOLOGY II (45-0-3)

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.

Prerequisite: BIOL 1111, BIOL 1111L
Co-requisite: BIOL 1112

BIOL 1112L | BIOLOGY LAB II (0-45-1)

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.

Prerequisite: BIOL 1111, BIOL 1111L
Co-requisite: BIOL 1112

BIOL 2113 | ANATOMY AND PHYSIOLOGY I (45-0-3)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Prerequisite: Regular Admission
Co-requisite: BIOL 2113L, ENGL 1101

BIOL 2113L | ANATOMY AND PHYSIOLOGY LAB I (0-45-1)

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system,

muscular system, and nervous sensory systems.

Prerequisite: Regular Admission
Co-requisite: BIOL 2113, ENGL 1101

BIOL 2114 | ANATOMY AND PHYSIOLOGY II (45-0-3)

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: BIOL 2113, BIOL 2113L
Co-requisite: BIOL 2114L

BIOL 2114L | ANATOMY AND PHYSIOLOGY LAB II (0-45-1)

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: BIOL 2113, BIOL 2113L
Co-requisite: BIOL 2114

BIOL 2117 | INTRODUCTORY MICROBIOLOGY (45-0-3)

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

Prerequisite: BIOL 2113 and BIOL 2113L or BIOL 1111 and BIOL 1111L
Co-requisite: BIOL 2117L

BIOL 2117L | INTRODUCTORY MICROBIOLOGY LAB (0-45-1)

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

Prerequisite: BIOL 2113 and BIOL 2113L or BIOL 1111 and BIOL 1111L
Co-requisite: BIOL 2117

Biomedical Electronics Technology

BMET 1231 | MEDICAL EQUIPMENT FUNCTION AND OPERATION I (45-45-4)

This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

BMET 2242 | MEDICAL EQUIPMENT FUNCTION AND OPERATION II (45-45-4)

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.

Prerequisite: ALHS 1010 or ALHS 1011; BMET 1231

BMET 2343 | INTERNSHIP MEDICAL SYSTEMS (15-90-3)

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.

Prerequisite: BMET 1231

Literary Braille Transcription

BRLL 1000 INTRODUCTION TO LITERARY BRAILLE TRANSCRIPTION (30-60-4)

This course introduces students to braille transcription and the role of the transcriber. Topics include introduction to braille, braille transcription methods, and the alphabet and numbers in braille form. This course introduces students to braille transcription and the role of the transcriber. Topics include introduction to braille, braille transcription methods, and the alphabet and numbers in braille form.

Prerequisite: Program Admission

BRLL 1010 LIBRARY OF CONGRESS BRAILLE TRANSCRIBING (15-75-4)

This course focuses on the production of braille materials. Topics include methods of braille transcription using translation equipment and software.

Prerequisite: BRLL 1000
Co-requisite: BRLL 1020

BRLL 1020 TACTILE GRAPHICS (30-60-4)

This course provides students an introduction to tactile graphics in braille transcription production. Topics include use of braille embossers and software; design considerations; production and duplication methods; and evaluation of the finished graphic.

Prerequisite: BRLL 1000
Co-requisite: BRLL 1010

Biotechnology

BTEC 1010 | INTRODUCTION TO BIOTECHNOLOGY (30-0-2)

Introduces students to biotechnology. Topics include an overview of biotechnology, the basics of cell biology, genetic engineering, manufacturing, and plant anatomy and tissue culture.

Prerequisite: Program admission

BTEC 2010 | BIOTECHNOLOGY MATH APPLICATIONS (64-31-5)

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.

Prerequisite: MATH 1111

BTEC 2050 | BIOTECH LAB METHODS AND TECHNIQUES (60-30-5)

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.

Prerequisite: CHEM 1212, BTEC 2010

BTEC 2100 | CELL CULTURE (30-60-4)

Covers the culturing and maintenance of various cell types. Examples include culturing and maintenance of bacteria, yeast, animal and plant cells.

Prerequisite: BIOL 2117

BTEC 2105 | ORGANIC AND BIOCHEMISTRY (45-30-4)

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.

Prerequisite: CHEM 1212

BTEC 2110 | BIOPROCESSING/PRODUCTION (45-22-4)

Provides training on how biological products are produced and purified. Topics include fermentation, cell culture, product separation and product purification.

Prerequisite: BTEC 2100, BIOL 2117

BTEC 2150 | MOLECULAR BIOLOGY (45-30-4)

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.

Prerequisite: BIOL 2117

BTEC 2200 | IMMUNOLOGY (45-30-5)

This course 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.

Prerequisite: BTEC 2100, BTEC 2105

BTEC 2300 | ENVIRONMENTAL TECHNOLOGY (60-0-4)

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.

Prerequisite: BTEC 2010

BTEC 2500 | BIOTECHNOLOGY INTERSHIP (0-135-3)

This course is an internship course in which students practice skills in a laboratory and/or processing environment.

Prerequisite: BIOL 2117 , BIOL 2117L, BTEC 1010, BTEC 2010, BTEC 2050, Advisor approval.

Business Technology

BUSN 1000 | COMPUTERS IN HEALTHCARE (15-60-3)

Introduces the fundamental concepts, terminology, and operations necessary to use computers in a business healthcare setting. Emphasis is placed on familiarity with basic computer functions and computer use; the role of information technology in business healthcare decision-making; and legal, ethical, and privacy issues related to computer use in the business healthcare environment. Topics include an introduction to computer terminology, the Windows environment, Cloud computing, data security, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

BUSN 1010 | MEDICAL TERMINOLOGY, ANATOMY, AND DISEASES FOR BUSINESS (90-0-6)

Focuses on medical terminology, anatomy, and diseases and disorders of each major human body system: Integumentary System, Skeletal System, Muscular System, Nervous System, Sensory System, Endocrine System, Cardiovascular System, Lymphatic System, Respiratory System, Digestive System, Urinary System, Reproductive Systems of the Male and Female, and Development, Heredity, and Genetics.

BUSN 1015 | INTRODUCTION TO HEALTHCARE REIMBURSEMENT (45-0-3)

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.

Prerequisite: ALHS 1090

BUSN 1100 | INTRODUCTION TO KEYBOARDING (15-60-3)

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad building speed and accuracy and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 1180 | COMPUTER GRAPHICS AND DESIGN (15-60-3)

Introduces how to design and transmit electronic communications, create graphics on-line, and insert animation and sound to computer-generated charts graphs and diagrams.

Prerequisite: COMP 1000

BUSN 1190 | DIGITAL TECHNOLOGIES IN BUSINESS (15-30-2)

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Prerequisite: COMP 1000

BUSN 1200 MACHINE TRANSCRIPTION (15-30-2)

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.

Prerequisite: BUSN 1440, COMP 1000, ENGL 1010

BUSN 1210 | ELECTRONICS CALCULATORS (15-30-2)

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

BUSN 1220 | TELEPHONE TRAINING (15-30-2)

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)

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)

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/ meeting arrangements, electronic mail, and workplace documents.

Prerequisite: COMP 1000

BUSN 1250 | RECORDS MANAGEMENT (30-30-3)

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)

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.

Prerequisite: Program admission

BUSN 1310 | INTRODUCTION TO BUSINESS CULTURE (45-0-3)

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.

Prerequisite: Program admission

BUSN 1320 | BUSINESS INTERACTION SKILLS (45-0-3)

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)

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)

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)

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.

Prerequisite: COMP 1000

BUSN 1410 | SPREADSHEET CONCEPTS AND APPLICATIONS (30-60-4)

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

Prerequisite: COMP 1000

BUSN 1420 | DATABASE APPLICATIONS (30-60-4)

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises, and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

Prerequisite: COMP 1000

BUSN 1430 | DESKTOP PUBLISHING AND PRESENTATION APPLICATIONS (30-60-4)

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises, and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

Prerequisite: COMP 1000

BUSN 1440 | DOCUMENT PRODUCTION (15-90-4)

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.

Prerequisite: The ability to key 28 GWAM on 3-minute timings with no more than 3 errors or BUSN 1100.

BUSN 1450 | COMPUTER APPLICATIONS FOR THE BUSINESS PROFESSIONAL (30-60-4)

This course covers the basic skills required to use word processing, spreadsheet and database management software through course demonstrations, laboratory exercises and projects.

Prerequisite: COMP 1000

BUSN 1460 | KEYBOARDING AND DOCUMENT FORMATTING (15-90-4)

This course introduces and reinforces the touch system of keyboarding; placing emphasis on establishing correct techniques and building speed and accuracy. In addition, this course introduces and applies document formatting skills including production of memos, email messages and letter from scratch using various styles and special features. Focus includes using correct grammar, spelling, punctuation, capitalization, number expressions, etc.

Prerequisite: COMP 1000

BUSN 1470| PROFESSIONAL COMMUNICATION SKILLS (30-30-3)

This course equips participants with the tools to communicate and interact more effectively in person and in writing. Participants learn how to work in teams to create a collaborative environment for accomplishing goals. This course consists of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict. This course incorporates the use of presentation software throughout to support the mission of professional communication skill development.

Prerequisite: COMP 1000

BUSN 1800 | INTRODUCTION TO HEALTHCARE ACCOUNTING (45-0-3)
Course emphasizes the fundamentals of accounting and finance theory to decisions in healthcare environments. Emphasis on management problems and policy issues regarding allocation of resources, payment systems, capital investments, and budgeting.

BUSN 2130 | EXPERT SPREADSHEET ANALYSIS (15-60-3)
This course expands on basic spreadsheet software knowledge and skills. Topics will include: advanced workbook options and setting, applying custom formats and layouts, creating and applying advanced formulas and creating advanced charts and tables. This course is designed to prepare the student to take the related Microsoft Office Specialist certification exam.

Prerequisite: BUSN 1450

BUSN 2140 | EXPERT WORD ANALYSIS (30-30-3)

This course expands on basic word processing knowledge and skills. Topics will include managing document options and settings, creating advanced documents and using advanced tools to create document elements and references. This course is designed to prepare the student to take the related Microsoft Office Specialist certification exam.

Prerequisite: BUSN 1450

BUSN 2150 | SOCIAL MEDIA AND ELECTRONIC COMMUNICATION (30-30-3)

Provides an overview of digital technology used for conducting business, such as, the fundamentals of communicating with others inside and outside the organization. Students will learn the application of business activities using various digital platforms. Emphasis is placed on Professional Social Media Conduct and Workplace Computer Security and Safety.

Prerequisite: COMP 1000

BUSN 2160 | ELECTRONIC MAIL APPLICATIONS (15-30-2)

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: internal and external communication, message management calendar management, navigation, contact and task management, and security and privacy.

Prerequisite: COMP 1000

BUSN 2170 | WEB PAGE DESIGN (15-30-2)

This course provides instruction in the concepts necessary for individuals to create and manage professional quality websites. Topics include: website creation, web page development and design, hyper link creation, test and repair, integration, website navigation, and website management.

Prerequisite: Program admission, COMP 1000

BUSN 2180 | SPEED AND ACCURACY KEYING (0-30-1)

Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include: building speed, accuracy, and straight-copy proofreading.

Prerequisite: BUSN 1100 or the ability to key 25 GWAM on 3-minute timings with no more than 3 errors.

BUSN 2190 | BUSINESS DOCUMENT PROOFREADING AND EDITING (30-30-3)

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.

Prerequisite: ENGL 1010 or ENGL 1101
Co-requisite: BUSN 1440

BUSN 2200 | OFFICE ACCOUNTING (45-30-4)

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.

Prerequisite: Program admission

BUSN 2210 | APPLIED OFFICE PROCEDURES (15-60-3)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Prerequisite: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440
Co-requisite: BUSN 2200 or ACCT 1100, BUSN 2190

BUSN 2220 | LEGAL ADMINISTRATIVE PROCEDURES (15-60-3)

Emphasizes essential skills required for the legal office. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office tasks.

Prerequisite: BUSN 1230
Co-requisite: BUSN 1440

BUSN 2230 | OFFICE MANAGEMENT (45-0-3)

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.

Prerequisite: BUSN 1240

BUSN 2240 | BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-180-4)

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses.

BUSN 2250 | BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-270-6)

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses.

BUSN 2290 | APPLIED BUSINESS TECHNOLOGY (30-30-3)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include communications skills, records management skills, office management skills and career readiness. This course serves as a capstone course.

Prerequisite: BUSN 1240, BUSN 1460, BUSN 2130, BUSN 2140

BUSN 2300 | MEDICAL TERMINOLOGY (30-0-2)

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.

Prerequisite: Program admission

BUSN 2310 | ANATOMY AND TERMINOLOGY FOR THE MEDICAL ADMINSTRATIVE ASSISTANT (45-0-3)

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.

Prerequisite: Program admission

BUSN 2320 | MEDICAL DOCUMENT PROCESSING/ TRANSCRIPTION (15-90-4)

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

Prerequisite: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310; BUSN 1440; ENGL 1010

BUSN 2330 | ADVANCED MEDICAL DOCUMENT PROCESSING/TRANSCRIPTION (15-90-4)

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.

Prerequisite: BUSN 2320

BUSN 2340 | MEDICAL ADMINISTRATIVE PROCEDURES (30-60-4)

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting procedures, medical regulations ethics, medical records management, scheduling appointments, health insurance, billing/ collection, work area management, resource utilization, and office equipment.

Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011; BUSN 1440; COMP 1000

BUSN 2350 | ELECTRONIC HEALTH RECORDS (15-60-3)

This course provides a study of the content, code sets, storage, retrieval, control, flow, retention, and maintenance of electronic health records and computerized office management. Topics include: electronic health information management, electronic data interchange, coding standards, health record and office management software, point of entry data entry, electronic coding from health records, speed

data entry in processing health records, analysis of records to improve patient care, confidentiality, release of information, security of electronic healthcare record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.

Prerequisite: BUSN 1010 only, or BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1011, BUSN 1100, COMP 1000

BUSN 2360 | ACUTE CARE MEDICAL TRANSCRIPTION (30-60-4)

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.

Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011; BUSN 1440; BUSN 2320; ENGL 1010

BUSN 2370 | MEDICAL OFFICE BILLING/CODING/ INSURANCE (30-30-3)

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.

Prerequisite: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011

BUSN 2375 | HEALTHCARE CODING (15-60-3)

Introduces medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include: current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

Prerequisites: BUSN 1010 or ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310

BUSN 2380 | MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP I (0-180-4)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses.

BUSN 2390 | MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP II (0-270-6)

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

Prerequisite: Must be in last semester of program. With advisor approval may take concurrently with last semester courses.

BUSN 2400 | HEALTHCARE PROCEDURAL CODING (30-30-3)

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physician's Current Procedural Terminology (CPT) resources and the Healthcare Common Procedure Coding System (HCPCS). Topics include: format of CPT/HCPCS manual, CPT/HCPCS coding guidelines, and coding using the CPT/HCPCS resources. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes and apply systems to optimize reimbursement.

Prerequisites: BUSN 1010 or BUSN 2300 or ALHS 1090 or BUSN 2310 or ALHS 1011; MAST 1120

BUSN 2850BUSN 2410 | ICD CODING (30-30-3)

Introduces 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.

Prerequisites: BUSN 1010 or BUSN 2300 or ALHS 1090 or BUSN 2310 or ALHS 1011; MAST 1120

BUSN 2420 | ADVANCED MEDICAL CODING (15-60-3)

This course is a continuance of CPT and ICD coding. Topics include: health records coding techniques, coding linkage and compliance, searching the job market, developing a resume, stress management, test-taking strategies, and reviewing for a coding certification exam.

Prerequisites: BUSN 2400, BUSN 2410

BUSN 2440 | HEALTHCARE LEADERSHIP AND PROFESSIONAL EFFECTIVENESS (45-0-3)

Emphasizes essential skills required for leadership and professional success in healthcare organizations. Introduces the functions, practices, and advanced interpersonal relationships, critical thinking, and problem solving. Provides the student with knowledge and the essentials of professional leadership behaviors. Topics include: introduction to the supervisory role, the volatile healthcare environment, the dual nature of supervisory roles, basic functions of management, delegation, empowerment, self-management, interviewing, recruitment, professionalism, decision making managing change, professional meetings, quality, productivity, teams, and continuing education.

Corequisite: BUSN 2340

BUSN 2700 | INTRODUCTION TO HEALTH INFORMATICS (45-0-3)

Emphasizes essential beginning skills for introductory health informatics practice. This course presents the past, present, and future of this rapidly evolving discipline, and explore the critical issues and challenges within the field as well as potential applications, benefits, and opportunities for improving the management of healthcare through information technology. Topics include development of virtual and interactive healthcare through technology; interoperability, standardization, safety, and risks associated with the implementation of the electronic health record; emergence and adoption of new information technologies; and global perspective of trends and issues in the field. Students investigate the professional roles related to managing health information technology as well as

organizations that promote health informatics. Students conduct in-depth investigations on a specific health informatics positions to learn the responsibilities, essential skills sets, and professional and educational requirements of the job.

Prerequisites: BUSN 1010 or BUSN 2300 or ALHS 1090
Corequisite: CIST 1001

BUSN 2720 | HEALTHCARE INFORMATION SYSTEMS (45-0-3)

This course emphasizes the importance of a healthcare information system being effectively designed in order to meet the needs of the users. The course discusses the need for knowledge to maintain the system for each step within the complex process. Exploration of the technical aspects of information systems management, including key issues of systems design and development as well as system support and maintenance are discussed. Topics include terminology, functions, standards, systems development life cycle approach, analysis of necessary steps in the life cycle, identification of appropriate systems technology and data standards, creation of requirements, evaluation of security, and accommodation of human factors in design and use, basics of information architecture, and systems infrastructure.

Prerequisites: BUSN 1010 or BUSN 2300 or ALHS 1090

BUSN 2750 | HEALTHCARE TECHNOLOGY REGULATIONS (45-0-3)

This course emphasizes the importance of technology in healthcare to improve quality, safety, and efficiency in the delivery of healthcare. Struggles and disparities of the healthcare industry are discussed in reference to healthcare informatics advances. Topics include management aspects of healthcare informatics, infrastructure, current trends current regulations policies, patient privacy, record-keeping, database management, and information sharing.

BUSN 2800 | PRACTICE MANAGEMENT FUNDAMENTALS (45-0-3)

Emphasizes essential skills required for the management of healthcare practices. Introduces the functions, practices, and advanced administrative skills. Emphasis is placed on management skills including practice management, personnel supervision, marketing, financial planning, and addressing health disparities. Topics include: introduction to healthcare management, management and motivation, organizational behavior, strategic planning, healthcare marketing, quality improvement basics, information technology, managing costs and revenues, managing healthcare professionals, addressing health disparities, and healthcare fraud and abuse.

Prerequisite: BUSN 2340

BUSN 2810 | HEALTHCARE COMPLIANCE (45-0-3)

This course covers how healthcare law and related regulations are formulated, and the impact of those laws on payers, providers, patients, and healthcare businesses. Emphasis is placed on legal compliance in the healthcare industry. Topics covered included in-depth coverage and analysis of implementation of the healthcare reform law, fraud and abuse laws, anti-kickback, false claims, Stark anti-referral provisions, Medicare and Medicaid, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HITECH Act and related regulations, the Emergency Medical Treatment and Active Labor Act (EMTALA).

Prerequisites: BUSN 1010 or BUSN 2300 or ALHS 1090, ENGL 1010 or ENGL 1101

BUSN 2820 | HEALTHCARE PRACTICE LAW AND ETHICS (45-0-3)

Introduces the complex ethical, moral, and legal issues involved in providing healthcare services. Emphasis is placed on legal requirements of medical practices, professional relationships, professional liabilities, and medical practice liability. Provides the student with a working knowledge of current healthcare law and accepted ethical behavior.

Prerequisites: BUSN 1010 or BUSN 2300 or ALHS 1090 or BUSN 2310 or ALHS 1011 or MAST 1120; ENGL 1010 or ENGL 1101; BUSN 1000 or COMP 1000

BUSN 2830 | HEALTHCARE DELIVERY SYSTEMS (45-0-3)

Provides students with a comprehensive overview of healthcare delivery systems and the economic, historic, political, and ethical issues that influence the accessibility, expense, and quality of healthcare services. Introduces provider organization and structure in a healthcare setting, healthcare funding, and rules, regulations, and governing bodies that monitor and protect the usage of health care systems in the United States.

Prerequisites: BUSN 1010 or BUSN 2300 or ALHS 1090 or BUSN 2310 or ALHS 1011 or MAST 1120; BUSN 1000 or COMP 1000

BUSN 2850 | HEALTH RECORD AUDITING (45-0-3)

Prerequisites: BUSN 2370 or BUSN 2375

This course introduces the principles of medical auditing. Emphasis will be placed on key areas of regulation, medical record documentation, chart abstraction, and developing coding compliance plans. Topics include: coding compliance, importance of documentation, medical necessity, coding compliance programs, auditing, auditing prevention techniques, and emerging technologies.

Carpentry

CARP 1000 | FUNDAMENTAL CARPENTRY SKILLS (30-30-3)

Fundamental Carpentry Skills provides the basic carpentry instruction all other carpentry skills build upon. Topics include orientation to the trade, materials and fasteners, hand and power tools, drawings and specifications, building layout, and building foundations.

Prerequisite: None

CARP 1015 | STRUCTURAL FRAMING I (30-30-3)

Structural Framing describes the layout and construction procedures for floor, wall, ceiling, and roof systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, components, and system materials. It also covers how to estimate the amount of materials needed for an assembly and on some common alternative framing systems.

Prerequisite: CARP 1000, COFC 1080

CARP 1020 STRUCTURAL FRAMING II (30-30-3)

Structural Framing II completes the "rough-in" phase of building a structure. This course includes ceiling and roof framing as well as building envelope systems.

Prerequisite: CARP 1000, COFC 1080

CARP 1025 | INTERMEDIATE CARPENTRY TECHNIQUES

(45-60-5)

Intermediate Carpentry Techniques completes the "rough-in" phase of building a structure. This course includes building envelope systems, stair framing, roof coverings, thermal and moisture protection, exterior finishes, and reading commercial drawings.

Prerequisite: CARP 1000, COFC 1080

CARP 1035 | ADVANCED CARPENTRY I (45-60-5)

Advanced Carpentry I continues the progression of carpentry skills to include specialty skills including drywall installation and finishing, suspended ceilings, door and drawer hardware, interior finish trim procedures, and cabinet installation.

Prerequisite: CARP 1000, COFC 1080

CARP 1055 | ADVANCED CARPENTRY II (30-60-4)

Advanced Carpentry II contains the culmination of skills needed to be a journeyman carpenter. Topics in this course include advanced roof and wall systems, advanced stair systems, and crew leader skills.

Prerequisite: CARP 1000, COFC 1080

CARP 1056 | ADVANCED COMMERCIAL CARPENTRY (30-60-4)

Advanced Commercial Carpentry provides students the skills needed to be a journeyman commercial carpenter. Topics include differential leveling, measurements, construction equipment, site preparation, oxyfuel cutting and arc welding.

Prerequisite: CARP 1000, COFC 1080

CARP 1070 | SITE LAYOUT, FOOTINGS, AND FOUNDATIONS (30-30-3)

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and building codes, batter board installation, squaring methods, footings, plot plan interpretation, the nature of concrete, building layout, materials estimation, foundation types, foundation forms, and edge forms.

CARP 1105 | FLOOR, WALL, AND STAIR FRAMING (30-60-4)

This course provides instruction in framing materials and estimation and framing production of floors, walls, and stairs. Topics include estimation and computation procedures, rough layouts, and installation procedures.

CARP 1110 | CEILING AND ROOF FRAMING (30-60-4)

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framing. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CARP 1112 | EXTERIOR FINISHES AND ROOF COVERINGS (30-60-4)

Introduces materials identification, estimation, and installation procedures for exterior finishes and roof covering, including window and door installation. Topics include: doors and windows, siding trim, roofing types, materials identification, materials estimation, and installation procedures.

CARP 1114 | INTERIOR FINISHES (30-60-4)

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 1310 | DOORS AND DOOR HARDWARE (15-30-2)

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weather-stripping, and overhead doors.

CARP 1320 | SITE DEVELOPMENT, CONCRETE FORMING, AND RIGGING AND REINFORCING (30-60-4)

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

Cardiovascular Technology

CAVT 1002 | MEDICAL PHYSICS (15-30-2)

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.

Prerequisite: Program admission

CAVT 1020 | CARDIAC CATHETERIZATON I (15-90-4)

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.

Co-requisite: CAVT 1021, CAVT 1080

CAVT 1021 | CARDIAC CATHETERIZATION CLINICAL I (0-135-3)

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.

Co-requisite: CAVT 1020, CAVT 1080

CAVT 1030 | ELECTROPHYSIOLOGY AND CARDIAC ANATOMY (15-60-3)

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.

Prerequisite: BIOL 2114, BIOL 2114L

CAVT 1080 | ADVANCED HEMODYNAMICS AND CARDIAC PHYSIOLOGY (15-60-3)

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.

Prerequisite: Program admission

CAVT 1090 | DRUG CALCULATIONS AND ADMINISTRATION (15-30-2)

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.

Prerequisite: BIOL 2114, BIOL 2114L

CAVT 1100 | CARDIAC CATHETERIZATION FUNDAMENTALS (15-60-3)

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.

Prerequisite: BIOL 2114, BIOL 2114L

CAVT 2020 | CARDIAC CATHETERIZATION II (15-90-4)

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.

Prerequisite: CAVT 1020, CAVT 1021
Co-requisite: CAVT 2030

CAVT 2030 | CARDIAC CATHETERIZATION CLINICAL II (0-270-6)

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.

Prerequisite: CAVT 1020, CAVT 1021
Co-requisite: CAVT 2020

CAVT 2050 | CARDIAC CATHETERIZATION CLINICAL III (0-495-11)

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.

Prerequisite: CAVT 2020, CAVT 2030

CAVT 2070 | CARDIAC CATHETERIZATIION REGISTRY REVIEW I (0-60-2)

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.

Prerequisite: CAVT 1020, CAVT 1021, CAVT 2020, CAVT 2030

Certified Warehousing Distribution

CWDS 1540 | WORKING IN THE WAREHOUSING ENVIRONMENT (30-0-2)

This course provides an introduction to the warehousing environment. Topics include distribution centers, business principles, plant safety, career success, work ethics, and managing change.

CWDS 1560 | WAREHOUSING CORE AND WORKFORCE SKILLS (30-0-2)

This course provides an overview of the core and workforce skills needed to succeed in the warehouse industry. Topics include powered industrial trucks, processing hazardous materials, palletizing, protecting materials and merchandise, waste recovery, containment, communication, team work, problem solving, image and interviewing.

CWDS 1580 | WAREHOUSING AND DISTRIBUTION PROCESS (30-0-2)

This course provides information on the warehousing and distribution processes used in the warehousing environment. Topics include key warehousing functions, measuring productivity, computational skills, and tools for excellence.

CWDS 1600 | WAREHOUSING TECHNOLOGY SKILLS (30-0-2)

This course provides an overview and study of the technology used in the warehousing environment. Topics include data applications, scanners and data entry machines, handling systems, automation, and inventory management. A warehousing simulation and comprehensive assessment is also a part of this course.

CWDS 1620 | REPRESENTATIVE WAREHOUSE SKILLS (0-45-1)

This course discusses mathematical concepts used in warehousing and distribution. It also focuses on powered material handling equipment and safety requirements. Units in the course include math and measurements, use

of calculators, operation of powered industrial trucks, and warehousing simulations.

Chemistry

CHEM 1211 | CHEMISTRY I (45-0-3)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111
Co-requisite: CHEM 1211L

CHEM 1211L | CHEMISTRY LAB I (0-45-1)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111
Co-requisite: CHEM 1211

CHEM 1212 | CHEMISTRY II (45-0-3)

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Prerequisite: CHEM 1211, CHEM 1211L
Co-requisite: CHEM 1212L

CHEM 1212L | CHEMISTRY LAB II (0-45-1)

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Prerequisite: CHEM 1211, CHEM 1211L
Co-requisite: CHEM 1212

CHEM 2211 | ORGANIC CHEMISTRY I (45-0-3)

This course provides instruction on the organic chemistry of alkanes, alkenes and their substitution products, reactions, nomenclature, functional groups and electron structure.

Prerequisite: CHEM 1212, CHEM 1212L

CHEM 2211L | ORGANIC CHEMISTRY I LAB (0-45-1)

In this laboratory course, students perform experiments to illustrate the reactions, principles and techniques presented in Organic Chemistry I. Students gain experience in synthesis and techniques relating to isolation, purification and identification of organic compounds.

Prerequisite: CHEM 1212, CHEM 1212L

Computer Information Systems

CIST 1001 | COMPUTER CONCEPTS (30-60-4)

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)

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)

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)

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.

Prerequisite: Program admission

CIST 1130 | OPERATING SYSTEMS CONCEPTS (15-60-3)

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 1135 | OPERATING SYSTEMS AND VIRTUAL/ CLOUD COMPUTING (30-60-4)

This course provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). Topics include using the modern virtual operating systems and cloud environments.

CIST 1220 | STRUCTURED QUERY LANGUAGE (SQL) (30-60-4)

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.

Prerequisite: CIST 1001, CIST 1305

CIST 1305 | PROGRAM DESIGN AND DEVELOPMENT (30-30-3)

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 1306 | PROGRAMMING FOUNDATIONS - SWIFT (30-30-3)

Learn key computing concepts, building a solid foundation in programming with Swift. Learn about the impact of computing and apps on society, economies, and cultures while exploring iOS app development, including the app design process: brainstorming, planning, prototyping, and evaluating an app design of their own.

CIST 1401 | COMPUTER NETWORKING FUNDAMENTALS (30-60-4)

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

Prerequisite: Program admission

CIST 1510 | WEB DEVELOPMENT (30-60-4)

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 (30-60-4)

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.

Prerequisite: CIST 1510

CIST 1530 | WEB GRAPHICS (30-30-3)

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

Prerequisite: Program admission

CIST 1601 | INFORMATION SECURITY FUNDAMENTALS (30-30-3)

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 1602 | SECURITY POLICIES AND PROCEDURES (45-0-3)

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

CIST 2122 | A+ PREPARATION (15-60-3)

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.

Prerequisite: CIST 1122

CIST 2127 | COMPREHENSIVE WORD PROCESSING (15-60-3)

This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

CIST 2128 | COMPREHENSIVE SPREADSHEET TECHNIQUES (15-60-3)

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2129 | COMPREHENSIVE DATABASE TECHNIQUES (15-90-4)

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 (15-75-4)

This course is designed to give an overview to desktop support management.

CIST 2301 | APPLICATION DEVELOPMENT IN SWIFT I (30-60-4)

Build fundamental iOS app development skills with Swift. Master the core concepts and practices that professional programmers use daily and build a basic fluency in Xcode source and UI editors. Create iOS apps that adhere to standard practices, including the use of stock UI elements, layout techniques, and common navigation interfaces. Explore app design by brainstorming, planning, prototyping, and evaluating an application

Prerequisite: CIST 1306

CIST 2302 | APPLICATION DEVELOPMENT IN SWIFT II (30-60-4)

Expand on the knowledge and skills they developed in Develop in Swift Fundamentals by extending work in iOS app development, creating more complex and capable apps. Work with data from a server and explore new iOS APIs that allow for much richer app experiences including displaying large collections of data in multiple formats. Build an app in Xcode from the ground up with step-by-step instructions.
Prerequisite: CIST 2301

CIST 2341 | C# PROGRAMMING I (30-75-4)

This course is designed to teach the basic concepts and methods of objected-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.
Prerequisite: CIST 1305

CIST 2342 | C# PROGRAMMING II (30-75-4)

This course is an intermediate course in C#.NET Programming. It is assumed that the students knows the C#.NET syntax as well as basic object oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and udpate relational databases. Advanced features of C# windows programming are explored.

Prerequisite: CIST 2341

CIST 2361 | C++ PROGRAMMING I (30-75-4)

Provides opportunity to gain a working knowledge of C++ programming. Includes creating, editing, executing, and debugging C++ programs of moderate difficulty. Topics include: basic C++ concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

Prerequisite: CIST 1305

CIST 2362 | C++ PROGRAMMING II (30-75-4)

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

Prerequisite: CIST 2361

CIST 2371 | JAVA PROGRAMMING I (30-75-4)

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.

Prerequisite: CIST 1305

CIST 2372 | JAVA PROGRAMMING II (30-75-4)

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

Prerequisite: CIST 2371

CIST 2381 | MOBILE APPLICATION DEVELOPMENT (30-60-4)

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

Prerequisite: CIST 1305

CIST 2411 | MICROSOFT CLIENT (30-60-4)

Provides the ability to implement, administrate, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Prerequisite: Program admission

CIST 2412 | MICROSOFT SERVER INSTALLATION AND MAINTENANCE (30-60-4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

Prerequisite: Program admission

CIST 2413 | MICROSOFT SERVER NETWORKING (30-60-4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure. Directory Services.

Prerequisite: Program admission

CIST 2414 | MICROSOFT SERVER IDENTITY SERVICES (30-60-4)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer network infrastructure.

Prerequisite: Program admission

CIST 2431 | UNIX/LINUX INTRODUCTION (30-60-4)

This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command

options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

Prerequisite: Program admission

CIST 2432 | UNIX/LINUX SERVER (30-60-4)

This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

Prerequisite: Program admission

CIST 2433 | UNIX/LINUX ADVANCED SERVER (30-60-4)

This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

Prerequisite: CIST 2432

CIST 2434 | UNIX/LINUX SCRIPTING (30-60-4)

Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

Prerequisite: CIST 2431

CIST 2451 | INTRODUCTION TO NETWORKS - CISCO (30-60-4)

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

Prerequisite: Program admission

CIST 2452 | CISCO ROUTING AND SWITCHING ESSENTIALS(30-60-4)

The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

Prerequisite: CIST 2451

CIST 2453 | CISCO SCALING NETWORKS (30-60-4)

The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

Prerequisite: CIST 2452

CIST 2455 | CISCO CCNA SECURITY (30-60-4)

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 2480 | AWS CLOUD FOUNDATIONS (30-60-4)

AWS Cloud Foundations course is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. The course provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

CIST 2481 | AWS CLOUD ARCHITECTING (30-60-4)

AWS Cloud Architecting covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help think through the process of architecting optimal IT solutions on AWS. Throughout the course, students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach.

Prerequisites: CIST 2480

CIST 2482 | AWS CLOUD DEVELOPING (30-60-4)

AWS Cloud Developing is designed to help students gain technical expertise in development using cloud technologies and prepare them to take the AWS Certified Developer Associate level AWS Certification exam.

Prerequisites: CIST 2480

CIST 2483 | AWS DATA ANALYTICS (30-60-4)

AWS Academy Data Analytics is a series of lab exercises that teach students how to conduct Big Data analysis with practical, real-world examples. Students will learn how to analyze extremely large data sets, and to create visual representations of that data, using a case-study approach.
Prerequisites: CIST 2480

CIST 2510 | WEB TECHNOLOGIES (30-30-3)

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

Prerequisite: Program admission, CIST 1510

CIST 2531 | WEB GRAPHICS II (30-30-3)

Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

Prerequisite: CIST 1530

CIST 2550 | WEB DEVELOPMENT II (30-60-4)

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.

Prerequisite: CIST 1220, CIST 1510, CIST 1520

CIST 2601 | IMPLEMENTING OPERATING SYSTEMS SECURITY (30-60-4)

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.

Prerequisite: CIST 1401 or CIST 2451; CIST 1601

CIST 2602 | NETWORK SECURITY (30-60-4)

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods off attacks, security devices, basics of cryptography and organizational security elements.

Prerequisite: CIST 1401 or CIST 2451; CIST 1601

CIST 2611 | NETWORK DEFENSE AND COUNTERMEASURES (30-60-4)

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.

Prerequisite: CIST 1401 or CIST 2451; CIST 1601

CIST 2612 | COMPUTER FORENSICS (30-60-4)

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

Prerequisite: CIST 1122, CIST 1601

CIST 2613 | ETHICAL HACKING AND PENETRATION TESTING (30-60-4)

This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

Prerequisite: CIST 1601, CIST 2601, CIST 2602

CIST 2630 | COMPUTER FORENSICS & DATA IDENTIFICATION (15-60-3)

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.

Prerequisite: CIST 1122, CIST 1130

CIST 2631 | CYBER CRIME TECHNOLOGY (15-60-3)

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.

Prerequisite: CIST 1130, CIST 2630

CIST 2632 | COMPUTER FORENSICS PROJECT (15-60-3)

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 2742 | BEGINNING PYTHON PROGRAMMING (30-60-4)

Provides a study of the Python programming language to solve applications. Topics include: basic coding rules, input/output operations, arithmetic operations, debugging techniques, lists and arrays, sorting, editing input, basic search techniques, game simulations, game design and object-oriented programming (OOP).

CIST 2747| PYTHON PROGRAMMING II (30-60-4)

This course provides a study of the Python programming language to solve applications. Topics include: using classes to accomplish tasks such as accessing Databases, file access, and exception handling; Using flask to develop python interactions with web pages and exploring how Python is used in data analytics.

Prerequisite: CIST 2742

CIST 2921 | IT ANALYSIS, DESIGN, AND PROJECT MANAGEMENT (30-75-4)

IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development

methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

CIST 2950 | WEB SYSTEMS PROJECT (15-60-3)

This course is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

Prerequisite: Advisor Approval

CIST 2991 | CIST INTERNSHIP I (0-135-3)

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.

Prerequisite: Advisor Approval

Construction Management

CMTT 2010 | RESIDENTIAL ESTIMATING REVIEW (45-0-3)

This course introduces the complete estimating process from excavation to completed residence. Topics include the sequencing of construction, materials calculation, blueprint interpretation methods of construction, working with subcontractors, and final estimate assembly.

Prerequisite: Advisor Approval

CMTT 2020 | CONSTRUCTION DRAFTING I (15-60-3)

This course provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.

CMTT 2050 | RESIDENTIAL CODE REVIEW (30-30-3)

This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

CMTT 2130 | COMPUTERIZED CONSTRUCTION SCHEDULING (30-30-3)

This course provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized. Topics include software overview, scheduling methods and requirements, and computerized scheduling of a simulated construction job.

CMTT 2170 | CONSTRUCTION CONTRACTING (45-0-3)

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 1011 | OVERVIEW OF BUILDING CONSTRUCTION PRACTICES AND MATERIALS (30-30-3)

This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry, construction specialties, and materials and fasteners used in the construction industry.

COFC 1020 | PROFESSIONAL TOOL USE AND SAFETY (15-60-3)

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

COFC 1030 | MATERIALS AND FASTENERS (30-0-2)

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

COFC 1050 | CONSTRUCTION PRINT READING FUNDAMENTALS (45-0-3)

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

COFC 1080 | CONSTRUCTION TRADES CORE (45-30-4)

This course introduces the student to the basic fundamentals of the construction trades. Topics include basic safety, construction math, hand and power tools, construction drawings, rigging, materials handling, and job-site communication and work ethic skills.

College Life

COLL 1000 | COLLEGE SUCCESS AND SURVIVAL SKILLS (30-0-2)

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)

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.

Prerequisite: Adjusted minimum placement test scores.

Introduction to Computer Literacy

COMP 1000 | INTRODUCTION TO COMPUTER LITERACY (25-40-3)

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed

on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

Human Communication

COMM 1100 | HUMAN COMMUNICATION (45-0-3)

Introduction to the fundamental components of the human communication process. The course provides a basic history of the communication discipline from ancient rhetorical roots through modern social sciences. The course emphasizes selected methods and practices in dyadic, small group, and oral presentational settings. Course content also covers communication models, as well as a survey of a variety of human communication modes and methods, including verbal, nonverbal, small group, interpersonal, mass, organizational, public, and intercultural communication.

Cosmetology

COSM 1000 | INTRODUCTION TO COSMETOLOGY THEORY (60-0-4)

Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Prerequisite: Program admission

COSM 1010 | CHEMICAL TEXTURE SERVICES (15-75-3)

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

Co-requisite: COSM 1000

COSM 1020 | HAIR CARE AND TREATMENT (15-60-3)

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

Co-requisite: COSM 1000

COSM 1030 | HAIRCUTTING (15-90-3)

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

Co-requisite: COSM 1000

COSM 1040 | STYLING (15-75-3)

Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

Co-requisite: COSM 1000

COSM 1050 | HAIR COLOR (15-75-3)

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

Co-requisite: COSM 1000

COSM 1060 | FUNDAMENTALS OF SKIN CARE (15-90-3)

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

Co-requisite: COSM 1000

COSM 1070 | NAIL CARE AND ADVANCED TECHNIQUES (15-90-3)

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Co-requisite: COSM 1000

COSM 1080 | PHYSICAL HAIR SERVICES PRACTICUM (15-90-3)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp, and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Prerequisite: COSM 1000, COSM 1020, COSM 1030, COSM 1040

COSM 1090 | HAIR SERVICES PRACTICUM I (15-90-3)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is 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.

Prerequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050

COSM 1100 | HAIR SERVICES PRACTICUM II (15-90-3)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Co-requisite: COSM 1090

COSM 1110 | HAIR SERVICES PRACTICUM III (15-90-3)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. 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.

Co-requisite: COSM 1100

COSM 1115 | HAIR SERVICES PRACTICUM IV (0-90-2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

Co-requisite: COSM 1110

COSM 1120 | SALON MANAGEMENT (45-0-3)

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

Co-requisite: COSM 1000

COSM 1125 | SKIN AND NAIL CARE PRACTICUM (0-90-2)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

Co-requisite: COSM 1060, COSM 1070

Criminal Justice

CRJU 1010 | INTRODUCTION TO CRIMINAL JUSTICE (45-0-3)

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)

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.

Prerequisite: Program admission

CRJU 1040 | PRINCIPLES OF LAW ENFORCEMENT (45-0-3)

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

Prerequisite: Program admission

CRJU 1043 | PROBATION AND PAROLE (45-0-3)

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

Prerequisite: Program admission

CRJU 1052 | CRIMINAL JUSTICE ADMINISTRATION (45-0-3)

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

Prerequisite: Program admission

CRJU 1062 | METHODS OF CRIMINAL INVESTIGATION (45-0-3)

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

Prerequisite: Program admission

CRJU 1063 | CRIME SCENE PROCESSING (15-60-3)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

Prerequisite: Program admission

CRJU 1065 | COMMUNITY-ORIENTED POLICING (45-0-3)

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

Prerequisite: Program admission

CRJU 1068 | CRIMINAL LAW FOR CRIMINAL JUSTICE (45-0-3)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

Prerequisite: Program admission

CRJU 1075 | REPORT WRITING (45-0-3)

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

Prerequisite: Program admission

CRJU 1400 | ETHICS AND CULTURAL PERSPECTIVES FOR CRIMINAL JUSTICE (45-0-3)

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to interculturalunderstanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

Prerequisite: Program admission

CRJU 2020 | CONSTITUTIONAL LAW FOR CRIMINAL JUSTICE (45-0-3)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

Prerequisite: Program admission

CRJU 2050 | CRIMINAL PROCEDURE (45-0-3)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

Prerequisite: Program admission

CRJU 2060 | CRIMINOLOGY (45-0-3)

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.
Prerequisite: Program admission

CRJU 2070 | JUVENILE JUSTICE (45-0-3)

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

Prerequisite: Program admission

CRJU 2090 | CRIMINAL JUSTICE PRACTICUM (0-135-3)

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.

Prerequisite: Advisor approval

CRJU 2100 | CRIMINAL JUSTICE INTERNSHIP/ EXTERNSHIP (0-135-3)

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.

Prerequisite: Advisor approval

CRJU 2110 | HOMELAND SECURITY (45-0-3)

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2201 | CRIMINAL COURTS (45-0-3)

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post-conviction process.

Prerequisite: Program admission

Commercial Truck Driving

CTDL 1010 | FUNDAMENTALS OF COMMERCIAL DRIVING (45-0-3)

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 1021 | COMBINATION VEHICLE BASIC OPERATION AND RANGE WORK (15-60-3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the driving range. Each student must demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Co-requisite: CTDL 1010

CTDL 1022 | COMMERCIAL DRIVING INTERNSHIP I (15-60-3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the driving range. Each student must demonstrate proficiency in performing range operations such as operating commercial motor vehicle (CMV) through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling as applicable for the vehicle class. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

Co-requisite: CTDL 1010

CTDL 1031 | COMBINATION VEHICLE ADVANCED OPERATIONS (15-60-3)

Advanced Operations develops a student's 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 demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Co-requisite: CTDL 1021

CTDL 1032 | COMMERCIAL DRIVING INTERNSHIP II (15-60-3)

Advanced Operations develops a student's driving skills under actual road conditions. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

Co-requisite: CTDL 1022

CTDL 1035| COMBINATION VEHICLE ADVANCED OPERATIONS/AUTOMATIC RESTRICTION (30-30-3)

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 demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Co-requisite: CTDL 1021

CTDL 1051 | STRAIGHT VEHICLE BASIC OPERATIONS AND RANGE WORK (15-60-3)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the driving range. Each student must demonstrate proficiency in performing range operations such as operating a commercial straight vehicle through clearance maneuvers, backing, turning, and parallel parking.

Co-requisite: CTDL 1010

CTDL 1061 | STRAIGHT VEHICLE ADVANCED OPERATIONS (15-60-3)

Advanced Operations develops a student's driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Co-requisite: CTDL 1051

Culinary Nutrition

CUUL 1000 | FUNDAMENTALS OF CULINARY ARTS (45-30-4)

This course provides an overview of the professionalism in culinary arts, culinary opportunities, chef history, pride, and esprit de corps. Introduces principles and practices for food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 | CULINARY SAFETY AND SANITATION (15-30-2)

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUUL 1120 | PRINCIPLES OF COOKING (30-150-6)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Co-requisite: CUUL 1110

CUUL 1122 | FOUNDATIONS OF COOKING PRINCIPLES (15-75-3)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, introduction to basic production mise-en place, classical knife cuts, basic stock preparation methods, mother sauce techniques and preparations, small sauces and derivatives from mother sauce, basic thickening agents, classical soup preparation methods, introduction methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.
Co-requisite: CUUL 1000, CUUL 1110

CUUL 1124 | FOUNDATIONS OF COOKING TECHNIQUES (15-75-3)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, methods of food preparations, classical knife cuts, kitchen aromatics, regional cuisine history, and introduction to safe food preparations, recipe utilization, and nutrition. Laboratory demonstrations student experimentation and parallels class work. Course Capstone is based on The American Culinary Federations Certification: Certified Culinarian written and practical exams.

Co-requisite: CUUL 1000, CUUL 1110, CUUL 1122

CUUL 1129 | FUNDAMENTALS OF RESTAURANT OPERATIONS (30-75-4)

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.
Prerequisite: CUUL 1120

CUUL 1170 | INTRODUCTION TO CULINARY NUTRITION (45-0-3)

This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, Sodium, Calories, Calcium, Vitamin A and Vitamin C.
Prerequisite: Program admission

CUUL 1370 | CULINARY NUTRITION AN MENU DEVELOPMENT (15-75-3)

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutritional foods, and organics. Laboratory demonstrations, student management and supervision parallel class work.
Prerequisite: CUUL 1120

Dental Assisting

DENA 1010 | BASIC HUMAN BIOLOGY (15-0-1)

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.

Prerequisite: ENGL 1010, PSYC 1010, MATH 1012, ALHS 1040

DENA 1030 | PREVENTIVE DENTISTRY (15-0-1)

Introduces students to the area of preventive and public health dentistry. Topics include: patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

Corequisite: DENA 1080, DENA 1340

DENA 1050 | MICROBIOLOGY AND INFECTION CONTROL (30-30-3)

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.

Prerequisite: ENGL 1010, PSYC 1010, MATH 1012, ALHS 1040
Co-requisite: DENA 1080, DENA 1340

DENA 1070 | ORAL PATHOLOGY AND PHARMACOLOGY (30-0-2)

Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification of the disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principles of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate dental treatment; and applied pharmacology (regulations, dosage, and applications).

Prerequisite: DENA 1080, DENA 1340

DENA 1080 | DENTAL ANATOMY (60-0-4)

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; temporomandibular joint, blood, lymphatic, nerve supply of the head; and salivary glands and related structures.
Prerequisite: ENGL 1010, PSYC 1010, MATH 1012, ALHS 1040
Corequisite: DENA 1050, DENA 1340

DENA 1090 | DENTAL ASSISTING NATIONAL BOARD EXAM PREPARATION (15-0-1)

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 management of medical emergencies.

Prerequisite: DENA 1350

DENA 1340 | DENTAL ASSISTING I: GENERAL CHAIRSIDE (45-90-6)

Introduces students to ethics and jurisprudence for the dental assistant and to chair-side 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; dental materials; and medical and dental emergencies.

Prerequisite: ENGL 1010, PSYC 1010, MATH 1012, ALHS 1040
Corequisite: DENA 1050, DENA 1080

DENA 1350 | DENTAL ASSISTING II: DENTAL SPECIALTIES AND EDDA SKILLS (60-90-7)

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; endodontic procedures and expanded duties approved by law for performance by dental assistants in the state of Georgia. Students will pass a comprehensive examination and successfully perform all required clinical skills to receive EDDA certification.

Prerequisite: DENA 1340

DENA 1390 | DENTAL RADIOLOGY (45-30-4)

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

Prerequisite: DENA 1080

DENA 1400 | DENTAL PRACTICE MANAGEMENT (30-0-2)

Emphasizes procedures for office management in dental practices, utilizing basic computer skills and dental practice management software. 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.

Prerequisite: DENA 1340

DENA 1460 | DENTAL PRACTICUM I (0-45-1)

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

Prerequisite: DENA 1050, DENA 1340
Corequisite: DENA 1350

DENA 1470 | DENTAL PRACTICUM II (0-45-1)

Practicum focuses on demonstrating the progression of chairside assisting in general dental procedures and/or dental specialty procedures. Topics include advanced general dentistry and specialties.

Prerequisite: DENA 1350

DENA 1480 | DENTAL PRACTICUM III (0-225-5)

Practicum continues to focus on demonstrating the progression of chairside assisting with general and specialty procedures. Topics include general dentistry; specialty procedures; preventive dentistry; expanded duties; and radiography techniques.

Prerequisite: DENA 1350

Drafting

DFTG 1101 | CAD FUNDAMENTALS (30-60-4)

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103 | MULTIVIEW/BASIC DIMENSIONING (30-60-4)

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)

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)

Advanced Dimensioning/Sectional Views continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1111 | FASTENERS (30-60-4)

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)

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)

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 2020 | VISUALIZATION AND GRAPHICS (15-90-3)

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.

Dental Hygiene

DHYG 1000 | TOOTH ANATOMY AND ROOT MORPHOLOGY (30-0-2)

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.

Prerequisite: BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L

DHYG 1010 | ORAL EMBRYOLOGY AND HISTOLOGY (15-0-1)

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.

Prerequisite: BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L

DHYG 1020 | HEAD AND NECK ANATOMY (30-0-2)

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.

Prerequisite: Program admission

DHYG 1030 | DENTAL MATERIALS (15-30-2)

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.

Prerequisite: Program admission

DHYG 1040 | PRECLINICAL DENTAL HYGIENE LECTURE (30-0-2)

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.

Prerequisite: Program admission
Co-requisite: DHYG 1050

DHYG 1050 | PRECLINICAL DENTAL HYGIENE LAB (0-90-2)

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.

Prerequisite: Program admission
Co-requisite: DHYG 1040

DHYG 1070 | RADIOLOGY LECTURE (30-0-2)

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.

Prerequisite: DHYG 1020
Co-requisite: DHYG 1090

DHYG 1090 | RADIOLOGY LAB (0-30-1)

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.

Prerequisite: DHYG 1020
Co-requisite: DHYG 1090

DHYG 1110 | CLINICAL DENTAL HYGIENE I LECTURE (30-0-2)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

Prerequisite: DHYG 1040
Co-requisite: DHYG 1111

DHYG 1111 | CLINICAL DENTAL HYGIENE I LAB (0-135-3)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

Prerequisite: DHYG 1050
Co-requisite: DHYG 1110

DHYG 1206 | PHARMACOLOGY AND PAIN CONTROL (45-0-3)

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.

Prerequisite: Program admission

DHYG 2010 | CLINICAL DENTAL HYGIENE II LECTURE (30-0-2)

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.

Prerequisite: DHYG 1070, DHYG 1110
Co-requisite: DHYG 2020

DHYG 2020 | CLINICAL DENTAL HYGIENE II LAB (0-90-2)

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.

Prerequisite: DHYG 1070, DHYG 1090, DHYG 1111
Co-requisite: DHYG 2010

DHYG 2050 | GENERAL AND ORAL PATHOLOGY / PATHOPHYSIOLOGY (45-0-3)

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.

Prerequisite: DHYG 1010, DHYG 1020

DHYG 2070 | COMMUNITY DENTAL HEALTH (15-60-3)

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.

Prerequisite: DHYG 1110

DHYG 2080 | CLINICAL DENTAL HYGIENE III LECTURE (30-0-2)

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

Prerequisite: DHYG 2010
Co-requisite: DHYG 2090

DHYG 2090 | CLINICAL DENTAL HYGIENE III LAB (0-180-4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

Prerequisite: DHYG 2020
Co-requisite: DHYG 2080

DHYG 2110 | BIOCHEMISTRY AND NUTRITION FUNDAMENTALS FOR THE DENTAL HYGIENIST (30-0-2)

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.

Prerequisite: Program admission

DHYG 2130 | CLINICAL DENTAL HYGIENE IV LECTURE (30-0-2)

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.

Prerequisite: DHYG 2080
Co-requisite: DHYG 2140

DHYG 2140 | CLINICAL DENTAL HYGIENE IV LAB (0-180-4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

Prerequisite: DHYG 2090
Co-requisite: DHYG 2130

DHYG 2200 | PERIODONTOLOGY (45-0-3)

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.

Prerequisite: DHYG 1010

Diesel Engine Technology

DIET 1000 | INTRODUCTION TO DIESEL TECHNOLOGY, TOOLS, AND SAFETY (20-58-3)

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

DIET 1010 | DIESEL ELECTRICAL AND ELECTRONIC SYSTEMS (36-173-7)

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system

diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

Co-requisite: DIET 1000

DIET 1011 DIESEL ELECTRICAL AND ELECTRONIC SYSTEMS I (23-93-4)

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis; battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

Co-requisite: DIET 1000

DIET 1012 DIESEL ELECTRICAL AND ELECTRONIC SYSTEMS II (14-80-3)

This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

Co-requisite: DIET 1011

DIET 1020 | PREVENTATIVE MAINTENANCE (44-76-5)

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

Co-requisite: DIET 1010

DIET 1030 | DIESEL ENGINES (23-172-6)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

Co-requisite: DIET 1010

DIET 1031 | DIESEL ENGINE REPAIR (14-80-3)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis; cylinder head and valve trains; engine block; engine lubrication systems; basic fuel system diagnosis; and engine brakes. Using and interpreting measuring equipment is highly emphasized.

Co-requisite: DIET 1010

DIET 1032 | DIESEL ENGINE SUPPORT SYSTEMS (9-91-3)

This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

DIET 1040 | DIESEL TRUCK AND HEAVY EQUIPMENT HVAC SYSTEMS (19-71-3)

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

Co-requisite: DIET 1010

DIET 1050 | DIESEL EQUIPMENT TECHNOLOGY INTERNSHIP (0-180-4)

This internship provides the student work experience in the occupational environment. Topics include: application of prerequisite knowledge and skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The student's internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

DIET 2001 | HEAVY EQUIPMENT HYDRAULICS (33-135-6)

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic pumps; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

DIET 2010 | TRUCK BRAKE SYSTEMS (15-112-4)

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

Co-requisite: DIET 1000, DIET 1010

DIET 2020 | TRUCK DRIVETRAINS (33-66-4)

This course introduces drive train systems used on medium/heavy duty trucks. Topics include: clutches, transmissions, drive shafts and universal joints, and drive axles.

Co-requisite: DIET 1000, DIET 1010

DIET 2011 | OFF-ROAD DRIVELINES (41-122-6)

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

Design and Media Production

DMPT 1000 | INTRODUCTION TO DESIGN (30-60-4)

Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.

DMPT 1005 | VECTOR GRAPHICS (30-60-4)

This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

DMPT 1010 | RASTER IMAGING (30-60-4)

In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

DMPT 1055 | INTRODUCTION TO MEDIA TECHNOLOGY (30-60-4)

This course covers the basics of computer terminology, operating systems, input/output devices, file formatting, file management, and overview of software.

DMPT 1600 | INTRODUCTION TO VIDEO PRODUCTION (30-60-4)

This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.

DMPT 2330 | INTRODUCTION TO CONTENT MANAGEMENT SYSTEMS (30-60-4)

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 websites. Students will perform common tasks using any of the most popular (and free) Content Management Systems.

Prerequisite: COMP 1000

DMPT 2400 | BASIC 3D MODELING AND ANIMATION (30-60-4)

An introduction to 3D Animation software and component visualization. Students will be introduced to software and basic techniques to begin creating models and material for animation projects. Students will also be introduced to basic lighting and animation concepts so that they will be able to develop a complete animation using 3D software at the end of this course.

DMPT 2600 | BASIC VIDEO EDITING (30-60-4)

An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.

DMPT 2605 | INTRODUCTION TO VIDEO COMPOSITING AND BROADCAST ANIMATION (30-60-4)

This course introduces how to create and animate motion graphics. Students will learn to create dynamic animated titles and logos, animate raster and vector image file graphics, composite and edit multi-layered special effects using footage, work with shapes and masks, work with 3D elements, apply and animate various effect filters, and analyze and compress digital video for different output specifications. Students will be exposed to compositing concepts, techniques, and terminology used in finalizing a video or animation project.

Prerequisite: DMPT 1010

DMPT 2610 | INTERMEDIATE VIDEO COMPOSITING AND BROADCAST ANIMATION (30-60-4)

This course will expose students to advanced techniques used in finalizing a video or animation project using compositing software. The class will reinforce compositing concepts, workflow techniques and terminology that students have learned in previous classes. More advanced tools and techniques will be introduced to focus on overall project workflow.

Prerequisite: DMPT 2605

DMPT 2615 | INTERMEDIATE VIDEO EDITING (30-60-4)

This course will focus on more advanced editing and finishing techniques. Students will explore different editing styles and techniques for different genres and learn how to use these techniques to create complex compositions with polished transitions, fix screen direction errors, edit multi-camera projects, edit and mix audio, work with nested sequences, create effects, use filters creatively, color correct video, and manage clips and media.

Prerequisite: DMPT 2600

DMPT 2630 | POST-PRODUCTION AUDIO (30-60-4)

The course will introduce students to intermediate and advanced techniques for post-production audio for film and video using specialized software such as Adobe Audition or Pro-Tools. Students will learn the concept of sound design and use techniques such as rerecording dialogue and creating Foley to enrich the sound of finished projects. Students will also learn mixing techniques to ensure that all elements are audible final projects.

Prerequisite: DMPT 2600

DMPT 2640 | COLOR GRADING (30-60-4)

This course will introduce students to color balancing and grading techniques.

Prerequisite: DMPT 2600

DMPT 2650 | VISUAL EFFECTS (30-60-4)

The course will teach students techniques in compositing video with visual effects which includes incorporating 3D elements and pre-keyed footage, applying digital lighting and shading techniques, and applying 3rd party plugins with the goal of creating realistic-looking visual effects.

Prerequisite: DMPT 2605

DMPT 2660 | SPECIAL PROJECTS (0-120-4)

In this course students will work closely with the instructor to develop complex, portfolio quality work that reflects his or her skill set in postproduction. Depending on complexity,

the instructor may ask students to create a single project, or multiple projects. These may include, but are not limited to, works using motion graphics, visual effects, animation, editing, color grading, or post-production audio.

Prerequisite: Advisor Approval

DMPT 2905 | PRACTICUM/INTERNSHIP II (0-180-4)

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

Prerequisite: Advisor Approval

DMPT 2930 | EXIT REVIEW (0-180-4)

Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

Prerequisite: Advisor Approval

Medical Diagnostic Sonography

DMSO 1040 | SONOGRAPHIC PHYSICS AND INSTRUMENATION (15-60-3)

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.

Prerequisite: BIOL 2114, BIOL 2114L

DMSO 1080 | SONOGRAPHIC PHYSICS AND INSTRUMENTATION REGISTRY REVIEW (0-30-1)

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.

Prerequisite: DMSO 1040

Early Childhood Care and Education

ECCE 1101 | INTRODUCTION TO EARLY CHILDHOOD CARE AND EDUCATION (45-0-3)

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)

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)

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)

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.

Prerequisites/Co-Prerequisite: ECCE 1103 and two of the following: ECCE 1113, ECCE 2115, or ECCE 2116

ECCE 1113 | CREATIVE ACTIVITIES FOR CHILDREN (30-30-3)

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1120 | EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM I (15-90-3)

This course provides the student with a supervised opportunity to gain experience in the actual lab or job setting to observe children and teaching in action. Practicum training topics include good work habits; supervised interaction with children, parents, and co-workers; observation for the purpose of assessment and evaluation; and documentation of a child's development.

Prerequisite: Advisor Approval

ECCE 1121 | EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM (15-90-3)

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.

Prerequisite/Co-Prerequisite: ECCE 1105, ECCE 1112

ECCE 2115 | LANGUAGE AND LITERACY (30-30-3)

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.

Prerequisite/Co-Prerequisite: ECCE 1103

ECCE 2116 | MATH AND SCIENCE (30-30-3)

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.

Prerequisite/Co-Prerequisite: ECCE 1103

ECCE 2201 | EXCEPTIONALITIES (45-0-3)

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

Prerequisite: ECCE 1103

ECCE 2202 | SOCIAL ISSUES AND FAMILY INVOLVEMENT (45-0-3)

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)

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.

Prerequisite: ECCE 1103

ECCE 2245 | EARLY CHILDHOOD CARE AND EDUCATION INTERNSHIP I (0-270-6)

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. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101, ECCE 1103, ECCE 1105, ECCE 1121

ECCE 2310 | PARAPROPESSIONAL METHODS AND MATERIALS (45-0-3)

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.

Prerequisite: ECCE 1103

ECCE 2312 | PARAPROPESSIONAL ROLES AND MATERIALS (45-0-3)

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.

Prerequisite: ECCE 1103

ECCE 2320 | PROGRAM ADMINISTRATION AND FACILITY MANAGEMENT (45-0-3)

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 | PERSONNEL MANAGEMENT (45-0-3)

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 | INFANT/TODDLER DEVELOPMENT (45-0-3)

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)

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 2360 | CLASSROOM STRATEGIES FOR EXCEPTIONAL CHILDREN (45-0-3)

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

Prerequisite: ECCE 2201

ECCE 2362 | EXPLORING YOUR ROLE IN THE EXCEPTIONAL ENVIRONMENT (30-45-3)

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

Prerequisite: ECCE 2201

ECCE 2340 FAMILY CHILD CARE PROGRAM MANAGEMENT (45-0-3)

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

Prerequisite: ECCE 1103

ECCE 2342 FAMILY CHILD CARE BUSINESS MANAGEMENT (45-0-3)

Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

Electrical & Computer Engineering Technology

ECET 1101 | CIRCUIT ANALYSIS I (45-45-4)

This course 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.

Co-requisite: ENGT 1000

ECET 1102 | CIRCUIT ANALYSIS I (45-0-3)

This course 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.

Co-requisite: ECET 1102L, ENGT 1000, MATH 1111

ECET 1102L | CIRCUIT ANALYSIS I LAB (0-45-1)

This course contains selected lab exercises that parallel ECET 1102. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE. Laboratory work emphasizes 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 and transient analysis.

Co-requisites: ECET 1102, ENGT 1000, MATH 1111

ECET 1110 | DIGITAL SYSTEMS I (45-45-4)

This course is a 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.

Prerequisite: ENGT 1000

ECET 1111 | DIGITAL SYSTEMS I (45-45-4)

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

Prerequisite: ENGT 1000
Co-requisite: ECET 1111L

ECET 1111L | DIGITAL SYSTEMS I LAB (0-45-1)

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 classwork using trainers, DesignWorks, and Altera simulation software and system.

Prerequisite: ENGT 1000
Co-requisite: ECET 1111

ECET 2101 | CIRCUIT ANALYSIS II (45-45-4)

This course continues the 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.
Prerequisite: ECET 1101, MATH 1111

ECET 2102 | CIRCUIT ANALYSIS II (45-0-3)

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.

Prerequisite: ECET 1101, MATH 1111
Co-requisite: ECET 2102L

ECET 2102L | CIRCUIT ANALYSIS II LAB (0-45-1)

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.
Prerequisite: ECET 1101, MATH 1111
Co-requisites: ECET 2102

ECET 2111 | DIGITAL SYSTEMS II (45-0-3)

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/ microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.
Prerequisite: ECET 1110
Co-requisites: ECET 2111L

ECET 2111L | DIGITAL SYSTEMS II LAB (45-0-3)

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/ microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.
Prerequisite: ECET 1110
Co-requisites: ECET 2111

ECET 2120 | ELECTRONIC CIRCUITS I (45-45-4)

This course introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon-controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

ECET 2121 | ELECTRONIC CIRCUITS I (45-0-3)

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.

Co-requisite: ECET 2121L

ECET 2121L | ELECTRONIC CIRCUITS I LAB (0-45-1)

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.

Co-requisite: ECET 2121

Electrocardiography

ECGT 1030 | INTRODUCTION TO ELECTROCARDIOGRAPHY (60-30-5)

Provides an introduction to electrocardiography techniques and record keeping. Emphasis is placed on the knowledge and skills needed to perform ECG on all types of patients. Topics include: infection control techniques, basic life support, legalities and ethics, basic cardiovascular anatomy and physiology, ECG techniques and recognition, ECG lead placement, technical aspects of the ECG, ECG rhythm strip interpretation, advanced ECG techniques and a Cardiovascular Credentialing International (CCI) exam review.

Prerequisite: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1011, PSYC 1010
Co-requisite: ECGT 1050

ECGT 1050 | ELECTROCARDIOGRAPHY PRACTICUM (0-225-5)

Provides an introduction to clinical practice in the setting of hospitals, clinics, and medical offices. Students must demonstrate regard for the dignity, rights, and privacy of each patient. They must also abide by the policies and procedures of each clinical setting. Students will be able to learn by doing electrocardiography techniques and record keeping. Emphasis is placed on the application of knowledge and skills gained in the classroom. Students will have the opportunity to display their ability to interact appropriately with patients, family members, and other members of the healthcare team. Students may be required to perform Basic Life Support. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Prerequisite: ENGL 1010, MATH 1012, PSYC 1010
Co-requisite: ALHS 1011, ALHS 1090, ECGT 1030

Echocardiography

ECHO 1100 | ECHOCARDIOGRAPHY FUNDAMENTALS (30-30-3)

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.

Prerequisite: BIOL 2114, BIOL 2114L

ECHO 1310 | ECHOCARDIOGRAPHY I (0-90-3)

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.

Prerequisite: ECHO 1100

ECHO 1320 | ECHOCARDIOGRAPHY II (0-90-3)

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.

Prerequisite: Program admission
Co-requisite: Program Admission

ECHO 1371 | ECHOCARDIOGRAPHY CLINICAL I (PART A) (0-180-4)

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.

Prerequisite: Program admission

ECHO 1372 | ECHOCARDIOGRAPHY CLINICAL I (PART B) (0-135-3)

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.

Prerequisite: Program admission

ECHO 2310 | PEDIATRIC ECHOCARDIOGRAPHY (30-30-3)

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.

Prerequisite: Program admission
Co-requisite: Program Admission

ECHO 2361 | ECHOCARDIOGRAPHY CLINICAL II (PART A) (0-180-4)

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.

Prerequisite: Program admission

ECHO 2362 | ECHOCARDIOGRAPHY CLINICAL II (PART B) (0-135-3)

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.

Prerequisite: Program admission

ECHO 2370 | ECHOCARDIOGRAPHY CLINICAL III (0-450-10)

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.

Prerequisite: Program admission
Co-requisite: Program Admission

ECHO 2400 | COMPREHENSIVE REGISTRY REVIEW (0-30-1)

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.

Prerequisite: ECHO 2310
Co-requisite: ECHO 2370

Economics

ECON 1101 | PRINCIPLES OF ECONOMICS (45-0-3)

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

Prerequisite: Regular Admission

ECON 2105 MACROECONOMICS (45-0-3)

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

Prerequisite: Appropriate placement test score

ECON 2106 MICROECONOMICS (45-0-3)

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit, maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

Prerequisite: Appropriate placement test score

Education

EDUC 2000 | WRITTEN AND VERBAL COMMUNICATION FOR TEACHERS (45-0-3)

This course is designed to assist teaching candidates in developing communication skills required for successful and effective classroom instruction. Verbal and written communication skills in standard English will be emphasized. Candidates will perform a variety of communicative tasks to include emails, memoranda, essays, presentations and listening exercises. Topics include written and oral discourse, communication theory, propaganda, and scenario analysis.

Prerequisite: ENGL 1101

EDUC 2001 | LIFE AND EARTH SCIENCE FOR ELEMENTARY/EARLY CHILDHOOD EDUCATORS (45-0-3)

An integrated overview of the core life and earth science content covered in the K-5 Georgia Standards of Excellence and Performance Standards. Topics include the solar system, earth processes, living organisms, biodiversity, and the natural history of Georgia.

Prerequisite: ENGL/READ Placement Score

EDUC 2002 | PHYSICAL SCIENCE FOR ELEMENTARY/ EARLY CHILDHOOD EDUCATORS (45-0-3)

An introductory mathematics course for Education majors seeking Elementary teacher certification. This course will emphasize the understanding and use of major concepts of number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111

EDUC 2008 | MATHEMATICS FOR ELEMENTARY/EARLY CHILDHOOD EDUCATORS (45-0-3)

An introductory mathematics course for Education majors seeking Elementary teacher certification. This course will emphasize the understanding and use of major concepts of number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111

EDUC 2110 | INVESTIGATING CRITICAL AND CONTEMPORARY ISSUES (45-0-3)

This course is a critical and theoretical exploration of the "Foundations of Education" and engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia, the United States, and globally. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. Successful completion of 10 hours of field experience is required. This course prepares students for transfer to complete a Bachelor's of Education degree in Elementary or Middle Grades Education. Students interested in B.S.Ed. transfer should enroll under the General Studies AS major. EDUC courses are accepted for Area F transfer credit as specified in select CGTC articulation agreements for General Studies.

EDUC 2120 | EXPLORING SOCIOCULTURAL PERSPECTIVES AND DIVERSITY IN EDUCATIONAL CONTEXT (45-0-3)

Fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine the nature and function of culture; the development of individual and group cultural identity; definitions and implications of diversity; and the influence of culture on learning, development and pedagogy. Successful completion of 10 hours of field experience is required. This course prepares students for transfer to complete a Bachelor's of Education degree in Elementary or Middle Grades Education. Students interested in B.S.Ed. transfer should enroll under the General Studies AS major. EDUC courses are accepted for Area F transfer credit as specified in select CGTC articulation agreements for General Studies.

EDUC 2130 | EXPLORING TEACHING AND LEARNING (45-0-3)

The study of educational psychology concepts through examination of learning and teaching processes, with the goal of applying this knowledge to enhance the learning of all students in a variety of educational settings and contexts. Successful completion of 10 hours of field experience is

required. This course prepares students for transfer to complete a Bachelor's of Education degree in Elementary or Middle Grades Education. Students interested in B.S.Ed. transfer should enroll under the General Studies AS major. EDUC courses are accepted for Area F transfer credit as specified in select CGTC articulation agreements for General Studies.

Electronics Technology

ELCR 1007 | INTRODUCTION TO ELECTRONICS ASSEMBLY (30-30-3)

This course introduces Electronics and develops the basic skills necessary to perform work in the Electronics Technology field. Topics include: basic electronic knowledge, safety practices, basic components, schematic symbols and drawings, anti-static grounding, soldering technology, connector technology, and basic math skills.

ELCR 1110 | DIRECT CURRENT CIRCUITS (30-30-3)

This course introduces direct current (DC) concepts and applications. Topics include introduction to safety procedures and regulations, electrical laws and principles, cells and batteries, series, parallel, and series-parallel combination circuits, and test equipment.

Co-requisite: ELCR 1007

ELCR 1120 | ALTERNATING CURRENT CIRCUITS (30-30-3)

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current. Topics include introduction to safety procedures and regulations, magnetism, AC wave generation, inductance and capacitance, transformer application, and test equipment.

Prerequisite: ELCR 1110

ELCR 1125 | ADVANCED DC AND AC CIRCUITS (45-30-4)

This course continues the development of DC and AC concepts with emphasis on constructing, verifying, and troubleshooting complex circuits and reactive circuits. Topics include safety practices, applied algebraic and trigonometry concepts, complex series, parallel, and series-parallel combination circuits, DC theorems, reactive components, RLC circuits, circuit resonance, passive filters, and non-sinusoidal wave forms.

Prerequisite: ELCR 1120

ELCR 1130 | SOLID STATE DEVICES I (45-30-4)

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 safety practices, semiconductor fundamentals, power supplies and voltage regulation, other diode applications, bipolar junction theory and application, and field effect transistors.

Prerequisite: ELCR 1120

ELCR 1135 | SOLID STATE DEVICES II (45-30-4)

This course provides in-depth instruction on the characteristics and applications of advanced solid-state circuits to include linear devices. Topics include safety practices, operational amplifiers, active filters and oscillators, switching circuits and timers, three-terminal voltage regulators, and special transistor applications.

Prerequisite: ELCR 1130

ELCR 1140 | DIGITAL FUNDAMENTALS (45-30-4)

This course is designed to provide coverage of the fundamentals of digital electronics. Topics include safety practices, digital basics, number systems, logic gates and truth tables, combining logic gates, logic families, displays, flip-flops, counters and shift registers, digital systems, and interfacing with analog devices.

Prerequisite: ELCR 1120

ELCR 1150 | BASIC MICROPROCESSORS AND EMBEDDED SYSTEMS (45-30-4)

This course is designed to provide introductory coverage of Microprocessors and Embedded Systems. An embedded system can be defined as a control system or computer system designed to perform a specific task. Emphasis is placed on the physical characteristics and used of embedded systems. Topics include safety practices, microprocessor-based systems, microprocessor instruction set, programming and debugging, applications and troubleshooting, DSP concepts, basic microcontroller, embedded system software, sensors and actuators, basic control system, and embedded systems applications.

Prerequisite: ELCR 1140

ELCR 1230 | COMMUNICATIONS ELECTRONICS SURVEY (45-0-3)

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 2215 | ANALOG COMMUNICATIONS (45-30-4)

This course provides a study of a communication system emphasizing block fundamental concepts of modulation, transmission, reception, and detection for both amplitude modulation and frequency modulation-based communication systems. Topics include communication system concepts, communication system measurements and quantities, amplitude modulation transmission/reception, and frequency modulation transmission/reception.

Prerequisite: Advisor Approval

ELCR 2225 | DIGITAL COMMUNICATIONS (30-30-3)

This course provides a study of communication systems emphasizing block fundamental concepts of digital modulation, transmission and reception, as well as fundamental coding, and decoding techniques. Topics include digital communication fundamentals, digital modulation techniques, data transmission error correction methods, and digital signal processing.

Prerequisite: ELCR 2215

ELCR 2235 | ANTENNA AND TRANSMISSION LINES (45-30-4)

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.

Prerequisite: ELCR 1120

ELCR 2245 | MICROWAVE COMMUNICATIONS AND RADAR (45-30-4)

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.

Prerequisite: ELCR 1120

ELCR 2250 | OPTICAL COMMUNICATIONS TECHNIQUES (30-30-3)

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

Prerequisite: ELCR 1020

ELCR 2595 | OPTICAL FIBER SYSTEMS (30-30-3)

Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

Prerequisite: Advisor Approval

Electrical Technology

ELTR 1000 | FUNDAMENTAL ELECTRICAL CONCEPTS (45-45-4)

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 1010 | DIRECT CURRENT FUNDAMENTALS (30-30-3)

Introduces direct current (DC) concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; laboratory procedures and safety practices.

ELTR 1015 | INTERMEDIATE ELECTRICAL CONCEPTS I (45-45-4)

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 | ALTERNATING CURRENT FUNDAMENTALS (30-30-3)

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)

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)

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)

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)

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)

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)

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)

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 (60-30-4)

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)

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)

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)

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)

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)

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)

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)

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.

Prerequisite: ELTR 1110, ELTR 1180

ELTR 1250 | DIAGNOSTIC TROUBLESHOOTING (9-63-2)

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)

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)

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.

Prerequisite: *VECTR Students Only:* Completion of job shadowing requirement.

ELTR 1500 | ELECTRICAL SYSTEMS TECHNOLOGY INTERNSHIP/PRACTICUM (0-135-3)

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.

Prerequisite: Advisor Approval

ELTR 1510 ELECTRICAL WORKER (15-60-3)

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)

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)

This course introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 | CONDUIT SIZING (15-45-2)

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.

Prerequisite: Program admission

ELTR 1540 | WIRE PULLING AND CODES (15-75-3)

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)

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)

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.

Prerequisite: Program admission

EMSP 1210 | EMERGENCY MEDICAL TECHNICIAN (EMT) THEORY I (45-0-3)

This course serves as the foundational introduction to the Emergency Medical Services (EMS) profession, orienting students to both in-hospital and out-of-hospital prehospital care environments. It covers essential knowledge, skills, and attitudes necessary for effective, safe, ethical, and professional communication and functioning within the EMS environment. Furthermore, the course prepares students to apply pre-hospital emergency care to trauma patients, focusing on injuries from various mechanisms including Abdominal and Genitourinary Trauma, Orthopedic Trauma, Soft Tissue Trauma, Head, Facial, Neck, and Spine Trauma, and Nervous System Trauma. Topics include but not limited to, 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, and Principles of Safely Operating a Ground Ambulance. Additionally, the course introduces students to critical scene management and patient assessment, airway management, and the basics of pharmacology, with topics such as 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.

Prerequisite: Program Admission
Co-requisite: EMSP 1211, EMSP 1220, EMSP 1221, EMSP 1230

EMSP 1211 | EMERGENCY MEDICAL TECHNICIAN (EMT) LAB I (0-60-2)

This course allows students to master psychomotor and affective skills required to perform as an EMT. The student must master various skills and assessment from content previous taught within EMSP 1210 using scenario-based learning. The student must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies (SMCs) documents.

Prerequisite: Program Admission
Co-requisite: EMSP 1210, EMSP 1220, EMSP 1221, EMSP 1230

EMSP 1220 | EMERGENCY MEDICAL TECHNICIAN (EMT) THEORY II (45-0-3)

This course integrates pathophysiological principles and assessment findings to formulate field impressions and implement treatment plans for a wide range of non-traumatic medical emergencies. It provides a comprehensive understanding of medical conditions and patient care across all stages of life, from birth through aging. Topics covered 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; Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; Patients with Special Challenges; and Special Patient Populations - Assessments. This course equips students with the knowledge and skills necessary to provide effective emergency care and transportation for diverse patient populations, including those with special needs.

Prerequisite: Program Admission
Co-requisite: EMSP 1210, EMSP 1211, EMSP 1221, EMSP 1230

EMSP 1221 | EMERGENCY MEDICAL TECHNICIAN (EMT) LAB II (15-60-3)

This course builds upon EMSP 1220 and allows students to master the psychomotor and affective skills required to perform as an EMT. Students must master the affective skills and assessments from content previously taught within EMSP 1220 using scenario-based learning. The students must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competencies documents.

Prerequisite: Program Admission
Co-requisite: EMSP 1210, EMSP 1211, EMSP 1220, EMSP 1230

EMSP 1230 | EMERGENCY MEDICAL TECHNICIAN (EMT) CLINICAL (0-48-1)

This clinical practicum course provides Emergency Medical Technician (EMT) students with hands-on, real-world experience in various healthcare and pre-hospital settings. Under the supervision of licensed medical professionals, students will apply classroom knowledge and skills to assess, treat, and transport patients in emergency situations. The course emphasizes patient assessment, basic life support (BLS), airway management, trauma care, and communication in diverse clinical environments, such as emergency departments, ambulance services, and community health settings. Students will complete a series of clinical rotations, demonstrating competency in essential EMT skills, including patient interaction, vital signs monitoring, and basic interventions. By the end of the course, students will be able to perform the duties of an EMT with confidence and professionalism in real-time emergency scenarios.

Prerequisite: Program Admission
Co-requisite: EMSP 1210, EMSP 1211, EMSP 1220, EMSP 1221

EMSP 1550 | ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) THEORY I (30-0-2)

This course builds on the previous EMT program courses and provides a broader depth and breadth of learning to the following topics. It introduces additional topics following the National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2021 revisions. Topics Include: EMS System, Public Health, Assessment, Pharmacology.

Prerequisite: Program Admission
Co-requisite: EMSP 1550L, EMSP 1560, EMSP 1560L, EMSP 1570, EMSP 1580

EMSP 1550L | ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) LAB I (30-0-1)

This course allows students to master the psychomotor and affective skills required to perform as an AEMT. Students also mast the affective skills of patient communications and assessments using scenario-based learning. The student must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competences documents.

Prerequisite: Program Admission
Co-requisite: EMSP 1550, EMSP 1560, EMSP 1560L, EMSP 1570, EMSP 1580

EMSP 1560 | ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) THEORY II (30-0-2)

This course builds on the previous EMT program and EMSP 1550 course and provides a broader depth and breadth of learning to the following topics. It introduces additional topics following the National EMS Education Standards outline the minimal competencies for entry-level EMS clinicians to perform their roles as outlined in the 2021 revisions. Topics Include: Trauma and Special Patient Populations.

Prerequisite: Program Admission
Co-requisite: EMSP 1550, EMSP 1550L, EMSP 1560L, EMSP 1570, EMSP 1580

EMSP 1560L | ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) LAB II (30-0-1)

This course builds upon EMSP 1550L and allows students to master the psychomotor and affective skills required to perform as an AEMT. Students also mast the affective skills of patient communications and assessments using scenario-based learning. The student must demonstrate proficiency in the required skills as dictated by the GA EMS Office, Student Minimum Competences documents

Prerequisite: Program Admission
Co-requisite: EMSP 1550, EMSP 1550L, EMSP 1560, EMSP 1570, EMSP 1580

EMSP 1570 | ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL (0-90-2)

This course provides the student with opportunities to put didactic and lab skills learned into real world environment under the careful direct observation of a clinical preceptor. The minimum number of patient contact hours is dictated by the GA EMS Office, Student Minimum Competencies documents (SMC).

Prerequisite: Program Admission
Co-requisite: EMSP 1550, EMSP 1550L, EMSP 1560, EMSP 1560L, EMSP 1580

EMSP 1580 | ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) CAPSTONE (0-29-1)

This course provides the student the opportunity to demonstrate proficiency as an entry level AEMT, in management of patient in the role of team leader. This is performed under the direct observation of clinical preceptor. The student must demonstrate competency in the following areas: 1) Performance of Patient Assessments 2) Direction of Medical Care and 3) performs items 1 and 2 with minimal to no assistance from the Preceptor. The minimum number of patient contacts is dictated by the Georgia Department of Public Health EMS Office, Student Minimum Competences documents (SMC).

Prerequisite: Program Admission
Co-requisite: EMSP 1550, EMSP 1550L, EMSP 1560, EMSP 1560L, EMSP 1570

EMSP 2100 | PARAMEDIC FOUNDATIONS (30-30-3)

This course introduces foundational knowledge, skills, and professional behaviors required for paramedic practice. Topics include EMS systems, workforce safety and wellness, research, documentation, communication, legal and ethical considerations, public health, patient assessment, and operational roles. Students will learn to integrate clinical reasoning, team communication, and safety practices in both didactic and lab settings. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia

EMSP 2101 | PARAMEDIC PHARMACOLOGY AND AIRWAY MANAGEMENT (30-30-3)

This course prepares students to safely and effectively manage the pharmacologic and airway needs of patients at the paramedic provider level. Topics include foundational advanced principles of pharmacology, medication administration, and airway management techniques. Students will integrate pathophysiologic concepts and apply clinical reasoning to support pharmacologic interventions and airway/ventilation decisions. Skill development is reinforced through lab and scenario-based practice. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2102 | PARAMEDIC CARDIOLOGY (75-60-7)

This course prepares paramedic students to recognize, assess, and manage cardiovascular conditions in the prehospital environment. Emphasis is placed on ECG interpretation, cardiac electrophysiology, cardiovascular pharmacology, resuscitation practices, and emergency management of cardiac rhythm disturbances. Students will apply evidence-based practices in cardiac care, including team-based resuscitation and advanced cardiac life support procedures. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and

shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2103 | PARAMEDIC MEDICAL EMERGENCIES (75-60-7)

This course focuses on the recognition, assessment, and management of medical emergencies across all age groups. Topics include neurological, endocrine, abdominal, immunologic, infectious, toxicologic, genitourinary, and behavioral conditions. Students will integrate pathophysiology and clinical findings to formulate field impressions and initiate appropriate interventions at the paramedic level based on current EMS protocols and evidence-based practices. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2104 | PARAMEDIC TRAUMA CARE (60-30-5)

This course addresses the recognition, assessment, and management of traumatic injuries by the paramedic in the prehospital environment. Emphasis is placed on trauma systems, injury prevention, pathophysiology, and evidence-based treatment strategies for various trauma types including soft tissue, musculoskeletal, abdominal, thoracic, head, spine, and multi-system trauma. Students will develop decision-making skills through simulation and scenario-based practice. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2105 | PARAMEDIC SPECIAL POPULATIONS (30-30-3)

This course focuses on the unique needs and considerations for special patient populations in the prehospital setting. Topics include assessment and management of pediatric, obstetric, neonatal, and patients with special healthcare needs. The course also addresses abuse and assault, patients with disabilities, palliative care, and those requiring home medical technology. Students will apply patient-centered approaches to diverse situations through scenario-based learning. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2106 | PARAMEDIC APPLICATIONS (30-30-3)

This capstone course is designed to synthesize, apply, and assess knowledge, skills, and professional behaviors acquired throughout the paramedic program. Students will engage in comprehensive patient simulations, scenario-based learning, clinical reasoning exercises, and team-based care planning. Emphasis is placed on the integration of assessment, pathophysiology, treatment decision-making, leadership, and communication in complex prehospital environments. This course supports final preparation for national certification and paramedic licensure. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2201 | PARAMEDIC EXPERIENCE I (0-45-1)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience I is one course in a series of Experience courses; these courses do not need to be taken in sequential order. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2202 | PARAMEDIC EXPERIENCE II (0-90-2)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience II is one course in a series of Experience courses; these courses do not need to be taken in sequential order. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2203 | PARAMEDIC EXPERIENCE III (0-90-2)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience III is one course in a series of Experience courses; these courses do not need to be taken in sequential order.

This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2204 | PARAMEDIC EXPERIENCE IV (0-90-2)

This course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience IV is one course in a series of Experience courses; these courses do not need to be taken in sequential order. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2205 | PARAMEDIC EXPERIENCE V (0-90-2)

TThis course provides supervised clinical and field experiences for paramedic students to apply foundational knowledge and develop core competencies in real-world environments. Students will participate in patient care within a clinical and/or field setting, working alongside licensed healthcare professionals. Emphasis is placed on developing assessment skills, communication, professionalism, teamwork, the safe delivery of patient care, and documentation. Paramedic Experience V is one course in a series of Experience courses; these courses do not need to be taken in sequential order. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice and shape the depth and breadth of learning objectives. As scope of practice models are periodically updated, instructional content and assessments are reviewed to ensure alignment with the most current competencies required for safe and effective patient care in Georgia.

EMSP 2206 | PARAMEDIC CAPSTONE FIELD INTERNSHIP (0-135-3)

This final capstone experience provides paramedic students with the opportunity to apply the full scope of their education in a supervised field setting. Students function under the guidance of an approved preceptor while serving as team leader on a variety of advanced life support (ALS) calls. Emphasis is placed on real-time decision making, team coordination, patient management, and professional conduct. This course is designed to ensure students demonstrate entry-level competency in the cognitive, psychomotor, and affective domains. Students must meet all Student Minimum Competency (SMC) requirements, including successful completion of a required team leads, prior to course completion. This course is designed in accordance with the 2021 National EMS Education Standards and is further guided by both the National EMS Scope of Practice Model and the Georgia Scope of Practice. These scope documents define the clinical and operational expectations for paramedic-level practice.

English

ENGL 0098 | ENGLISH III (45-0-3)

Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising, vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills. Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills.

Prerequisite: Appropriate English placement test score
Co-requisite: ENGL 1101

ENGL 1010 | FUNDAMENTALS OF ENGLISH I (45-0-3)

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

Prerequisite: Appropriate placement test score

ENGL 1101 | COMPOSITION AND RHETORIC (45-0-3)

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Prerequisite: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score.

ENGL 1102 | LITERATURE AND COMPOSITION (45-0-3)

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

Prerequisite: ENGL 1101

ENGL 1105 | WORKPLACE AND TECHNICAL COMMUNICATIONS (45-0-3)

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

Prerequisite: ENGL 1101 with a grade of C or better

ENGL 2110 | World Literature (45-0-3)

Explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

Prerequisite: ENGL 1101 with a grade of C or better

ENGL 2130 | AMERICAN LITERATURE (45-0-3)

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.

Prerequisite: ENGL 1101 with a grade of C or better

Engineering Technology

ENGT 1000 | INTRODUCTION TO ENGINEERING TECHNOLOGY (30-45-3)

Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises.

Prerequisite: Provisional Admission: Associate degree-level math placement scores

ENGT 2500 | ENGINEERING INTERNSHIP (0-135-3)

This course provides students the opportunity to build on the knowledge and skills gained during their engineering technology studies, either through the completion of a capstone project directed by engineering technology faculty or through an off-site internship. Students will take part in professional experiences such as the design, execution, and presentation of engineering technology projects, and the application of engineering technology skills during off-site projects with employers. These experiences will also better prepare students for entry into the workforce through the development of a portfolio of work and through the creation of a network of engineering technology professionals.

Prerequisite: Advisor Approval

Environmental Horticulture

HORT 1000 | HORTICULTURE SCIENCE (30-30-3)

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

Prerequisite: None

HORT 1050 | NURSERY PRODUCTION (37-53-4)

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

Prerequisite: None

HORT 1070 | LANDSCAPE INSTALLATION (37-53-4)

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

Prerequisite: None

HORT 1080 | PEST MANAGEMENT (30-30-3)

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

Prerequisite: None

HORT 1100 | INTRODUCTION TO SUSTAINABLE AGRICULTURE (45-0-3)

Introduces the fundamentals of small-scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

HORT 1310 | IRRIGATION AND WATER MANAGEMENT (37-53-4)

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

Prerequisite: None

Firefighter

FRSC 1020 | BASIC FIREFIGHTER - EMERGENCY SERVICES FUNDAMENTALS (30-30-3)

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will

have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Prerequisite: Program Admission

FRSC 1030 | BASIC FIREFIGHTER - MODULE I (45-60-5)

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Prerequisite: Program Admission

FRSC 1040 | BASIC FIREFIGHTER - MODULE II (15-60-3)

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist firefighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Prerequisite: Program Admission

FRSC 1141 | HAZARDOUS MATERIALS OPERATIONS (45-30-4)

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to HazMat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements.

Prerequisite: Program Admission; NPQ FF I and NPQ Hazardous Materials Awareness Level

Forensic Science

FOSC 2037 | VICTIMOLOGY (45-0-3)

While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

Prerequisite: Program admission

FOSC 2150 | CASE PREPARATION AND COURTROOM TESTIMONY (30-60-4)

Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.

Prerequisite: Program admission

Geriatric Care

GERT 1000 | UNDERSTANDING THE GERONTOLOGICAL

CLIENT (30-0-2)

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 1020 | BEHAVIORAL ASPECTS OF AGING (30-0-2)

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)

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.

Hemodialysis Technician

HECT 1100 | HEMODIALYSIS PATIENT CARE (75-60-7)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

Prerequisite: Program Admission

HECT 1120 | HEMODIALYSIS PRACTICUM (30-90-4)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

Prerequisite: HECT 1100

HECT 1130 | HEMODIALYSIS REUSE/REPROCESSING PRACTICUM (60-60-6)

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.

Prerequisite: HECT 1100

Health Information Technology

HIMT 1151 | COMPUTER APPLICATIONS IN HEALTHCARE (15-90-4)

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

HIMT 1250 | HEALTH RECORD CONTENT AND STRUCTURE (15-30-2)

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

History

HIST 1111 | WORLD HISTORY I (45-0-3)

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.

Prerequisite: Appropriate Degree-Level English and Reading Placement Test Scores

HIST 1112 | WORLD HISTORY II (45-0-3)

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.

Prerequisite: Appropriate Degree-Level English and Reading Placement Test Scores

HIST 2111 | U.S. HISTORY I (45-0-3)

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.

Prerequisite: Appropriate Degree Level English and Reading Placement Test Scores

HIST 2112 | U.S. HISTORY II (45-0-3)

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

Prerequisite: Appropriate Degree Level English and Reading Placement Test Scores

Hospitality

HOSP 1301 HOSPITALITY INDUSTRY ENVIRONMENT (30-0-2)

This course provides an introduction to the hospitality industry. Students understand the spirit of hospitality, the

work ethic required for exceptional customer service, the value that each worker adds to the work team, and the principles of quality service. Students also become aware of their local community and its hospitality offerings.

Prerequisite: Program Admission

HOSP 1321 CUSTOMER SERVICE SKILLS (15-30-2)

This course provides an understanding of the service environment and the skills required of a guestroom attendant to serve food and beverages and to provide table service. Participants also learn how to communicate effectively with customers, how to manage relationships in face-to-face situations, and how to address difficult customers. Students also learn to value and relate to customers with special needs.

Prerequisite: Program Admission

HOSP 1361 TECHNOLOGY OF SERVICES (30-0-2)

This course introduces the basic computer skills related to word processing and spreadsheets. Students are introduced to point-of-sale terms and are acquainted with basic office technology. Students also gain an understanding of e-commerce.

Prerequisite: None

Hotel/Restaurant/Travel Management

HRTM 1100 | INTRODUCTION TO HOTEL, RESTAURANT, AND TOURISM MANAGEMENT (45-0-3)

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.

Prerequisite: Program Admission

HRTM 1105 | TOURISM IN GEORGIA (45-0-3)

This course focuses on the ways tourism impacts the state of Georgia. Topics include regional, historical, cultural, and culinary tourism; how welcome centers and convention and visitors bureaus market the state; career opportunities within the tourism industry; and the variety of reasons tourists come to Georgia.

HRTM 1110 | TRAVEL INDUSTRY AND TRAVEL GEOGRAPHY - AMERICAS (45-0-3)

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, and 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 travel regulations and documents needed to travel internationally.

Prerequisite: Program admission

HRTM 1115 | TRAVEL INDUSTRY AND TRAVEL GEOGRAPHY - INTERNATIONAL (45-0-3)

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, and 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.

Prerequisite: Program admission

HRTM 1120 | TOUR AND CRUISE MANAGEMENT (45-0-3)

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.

Prerequisite: Program admission

HRTM 1130 | BUSINESS ETIQUETTE AND COMMUNICATION (45-0-3)

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.

Prerequisite: Program admission

HRTM 1140 | HOTEL OPERATIONS MANAGEMENT (45-0-3)

This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

Prerequisite: Program admission

HRTM 1150 | EVENT PLANNING (45-0-3)

This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

Prerequisite: Program admission

HRTM 1160 | FOOD AND BEVERAGE MANAGEMENT (45-0-3)

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.

Prerequisite: Program admission

HRTM 1170 | HOSPITALITY, INDUSTRY ACCOUNTING AND FINANCIAL ANALYSIS (45-0-3)

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.

Prerequisite: Program admission

HRTM 1201 | HOSPITALITY MARKETING (45-0-3)

Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

Prerequisite: Program admission

HRTM 1210 | HOSPITALITY LAW (45-0-3)

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.

Prerequisite: Program admission

HRTM 1220 | SUPERVISION AND LEADERSHIP IN THE HOSPITALITY INDUSTRY (45-0-3)

This course focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

Prerequisite: Program admission

HRTM 1230 | INTERNSHIP (0-135-3)

This course introduces students to the application and reinforcement of hotel/restaurant/travel operational principles in an actual job placement or practicum experience. Students become 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 includes written individualized training plans and written performance evaluations.

Prerequisite: HRTM 1100

Humanities

HUMN 1101 | INTRODUCTION TO HUMANITIES (45-0-3)

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature in the early, middle, and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

Prerequisite: ENGL 1101

Instrumentation & Control

ICET 2040 | FUNDAMENTALS OF PRESSURE, TEMPERATURE, FLOW, AND LEVEL (60-30-5)

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)

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.

Prerequisite: ICET 2040

ICET 2080 | FINAL CONTROL ELEMENTS (30-75-4)

This course includes principles of operation, calibration, servicing, troubleshooting, repair and replacement of actuators/control valves.

Prerequisite: IDSY 2800

Industrial Fundamentals

IDFC 1007 | INDUSTRIAL SAFETY PROCEDURES (15-30-2)

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1011 | DIRECT CURRENT I (30-30-3)

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel and simple combination circuits; and laboratory procedures and safety practices.

IDFC 1012 | ALTERNATING CURRENT I (30-30-3)

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.

Co-requisite: IDFC 1011

IDFC 1013 | SOLID STATE DEVICES I (30-30-3)

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.

Prerequisite: IDSY 1101, IDFC 1012 OR IDSY 1105

Industrial Systems

IDSY 1011 | Industrial Computer Applications (30-45-3)

This course provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include: hardware, software, boot sequence, configuration, troubleshooting, and communications platforms.

IDSY 1020 | PRINT READING AND PROBLEM SOLVING (30-45-3)

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.

Prerequisite: Program admission

IDSY 1101 | DC CIRCUIT ANALYSIS (30-30-3)

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 (30-30-3)

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1111 | INDUSTRIAL WIRING (30-75-4)

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

Prerequisite: IDSY 1101, IDSY 1105

IDSY 1112 | MOTOR CONTROLS I (30-75-4)

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

Prerequisite: IDSY 1101, IDSY 1105

IDSY 1113 | MOTOR CONTROLS II (30-105-4)

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

Prerequisite: IDSY 1112

IDSY 1150 | DC AND AC MOTORS (30-30-3)

Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

IDSY 1160 | MECHANICAL LAWS AND PRINCIPLES (45-45-4)

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.

Prerequisite: MATH 1012

IDSY 1171 | INDUSTRIAL MECHANICS (15-105-4)

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)

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 1181 | FLUID POWER SYSTEMS (30-75-4)

This course provides instruction in the fundamentals of safely operating hydraulic and pneumatic systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components and pneumatic system principles and components.

Prerequisite: *VECTR Students Only:* Completion of job shadowing requirement.

IDSY 1191 | PUMPS AND PIPING SYSTEMS (15-60-3)

This course provides instructions in the fundamentals concepts of industrial pumps and piping systems. Topics include pump identification, pump operation, installation,

maintenance and troubleshooting, piping systems and installation of piping systems.

Prerequisite: *(VECTR Students Only: completion of job shadowing requirement)*

IDSY 1230 | INSTRUMENTATION (30-90-4)

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 (45-45-4)

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.

Prerequisite: IDSY 1170

IDSY 1260 | MACHINE TOOL FOR INDUSTRIAL REPAIRS (30-75-4)

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)

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.

Prerequisite: Program admission

IDSY 2000 | PLC I (15-105-4)

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

Prerequisite: IDSY 1113

IDSY 2001 | PLC II (15-105-4)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

Prerequisite: IDSY 2000

IDSY 2750 | HUMAN MACHINE INTERFACE (30-75-4)

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.

Prerequisite:

IDSY 2800 | ADVANCED PROCESS CONTROL (30-75-4)

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)

Provides communication and networking skills needed for cabling and connection to PLC/HMI Devices.

IDSY 2850 | INDUSTRIAL GRAPHICAL COMMUNICATION (30-75-4)

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 acknowledgment, data trending and more are covered and explored throughout the course.

Prerequisite: IDSY 1120

Logistics

LOGI 1000 | BUSINESS LOGISTICS (45-0-3)

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.

Prerequisite: Program admission

LOGI 1010 | Purchasing (45-0-3)

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.

Prerequisite: LOGI 1000

LOGI 1020 | MATERIALS MANAGEMENT (45-0-3)

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.

Prerequisite: LOGI 1000

Medical Assisting

MAST 1010 | LEGAL AND ETHICAL CONCERNS IN THE MEDICAL OFFICE (30-0-2)

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.

Prerequisite: Program Admission
Co-requisite: MAST 1090, MAST 1110, MAST 1120

MAST 1030 | PHARMACOLOGY IN THE MEDICAL OFFICE (60-0-4)

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.

Prerequisite: MATH 1012 or MATH 11xx; ALHS 1011 or BIOL 2113; BIOL 2113L; BIOL 2114; BIOL 2114L
Co-requisite: MAST 1060, MAST 1080

MAST 1060 | MEDICAL OFFICE PROCEDURES (45-30-4)

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical records, electronic records, medical office equipment, medical references, mail services, and professional communication.

Prerequisite: ENGL 1010 or ENGL 1101
Co-requisite: COMP 1000, MAST 1030, MAST 1080

MAST 1080 | MEDICAL ASSISTING SKILLS I (15-120-4)

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; respiratory evaluations; medical office surgical procedures; and electrocardiography.

Prerequisite: ALHS 1011 or BIOL 2113; BIOL 2113L; BIOL 2114; BIOL 2114L; ALHS 1090; PSYC 1010 or PSYC 1101
Co-requisite: MAST 1030, MAST 1060
Semesters Offered: Fall/ Spring

MAST 1090 | MEDICAL ASSISTING SKILLS II (15-120-4)

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; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

Prerequisite: MAST 1080
Co-requisite: MAST 1010, MAST 1110, MAST 1120

MAST 1100 | MEDICAL INSURANCE MANAGEMENT (15-45-2)

Emphasizes essential skills required to file insurance claims within the medical practice. Provides information on types of third-party plans, managed care policies and procedures, and insurance coding conventions. Topics include: managed care, reimbursement, and coding.

Prerequisite: MAST 1090
Co-requisite: MAST 1170, MAST 1180

MAST 1110 | ADMINISTRATIVE PRACTICE MANAGEMENT (15-75-3)

Emphasizes essential skills required for the medical practice in the areas of computers and application of computers skills, electronic health records, accounting procedures, and practice management software. Topics include: accounting procedures and application software.

Prerequisite: MAST 1080
Co-requisite: MAST 1090, MAST 1010, MAST 1120

MAST 1120 | HUMAN DISEASES (45-0-3)

This course provides a review of anatomy and physiology per body system and 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: review of anatomy and physiology and diseases of the body systems.

Prerequisite: MAST 1080
Co-requisite: MAST 1090, MAST 1010, MAST 1120

MAST 1170 | MEDICAL ASSISTING EXTERNSHIP (0-160-4)

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.

Prerequisite: MAST 1090
Co-requisite: MAST 1180, MAST 1100

MAST 1180 | MEDICAL ASSISTING SEMINAR (45-0-4)

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.

Prerequisite: MAST 1090
Co-requisite: MAST 1170, MAST 1100

MAST 1510 | MEDICAL BILLING AND CODING I (15-30-2)

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.

Prerequisite: ALHS 1011, ALHS 1090, ENGL 1010
Co-requisite: BUSN 1440

MAST 1520 | MEDICAL BILLING AND CODING II (15-60-3)

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.

Prerequisite: MAST 1510
Co-requisite: MAST 1530

MAST 1530 | MEDICAL PROCEDURAL CODING (15-30-2)

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.

Prerequisite: MAST 1510
Co-requisite: MAST 1520

Mathematics

MATH 0098 | ELEMENTARY ALGEBRA (45-0-3)

Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

Prerequisite: Appropriate arithmetic or algebra placement test score

MATH 1011 | BUSINESS MATH (45-0-3)

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business related problem solving, mathematical information for documents, graphs, and mathematical problems.

Prerequisite: Appropriate Arithmetic Placement Test Score

MATH 1012 | FOUNDATIONS OF MATHEMATICS (45-0-3)

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

Prerequisite: Appropriate Arithmetic Placement Test Score

MATH 1013 | ALGEBRAIC CONCEPTS (45-0-3)

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Prerequisite: MATH 0098 or Appropriate Algebra Placement Test Score

MATH 1015 | GEOMETRY AND TRIGONOMETRY (45-0-3)

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Prerequisite: MATH 1013 with a grade of C or better

MATH 1101 | MATHEMATICAL MODELING (45-0-3)

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

Prerequisite: Appropriate Algebra Placement Test Score

MATH 1103 | QUANTITATIVE SKILLS AND REASONING (45-0-3)

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

Prerequisite: Appropriate Algebra Placement Test Score

MATH 1111 | COLLEGE ALGEBRA (45-0-3)

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

Prerequisite: Appropriate Algebra Placement Test Score

MATH 1112 | COLLEGE TRIGONOMETRY (45-0-3)

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.

Prerequisite: MATH 1111 with a grade of C or better

MATH 1113 | PRECALCULUS (45-0-3)

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

Prerequisite: Regular Admission and MATH 1111 with a grade of C or better OR appropriate math placement score

MATH 1127 | INTRODUCTION TO STATISTICS (45-0-3)

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

Prerequisite: Appropriate Algebra Placement Test Score

MATH 1131 | CALCULUS I (60-0-4)

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

Prerequisite: MATH 1113 with a grade of C or better OR appropriate math placement score

MATH 1132 | CALCULUS II (60-0-4)

This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, improper integrals, sequences, and series.

Prerequisite: MATH 1131 with a grade of C or better OR appropriate math placement score

Machine Tool

MCHT 1011 | INTRODUCTION TO MACHINE TOOL (30-60-4)

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

MCHT 1012 | PRINT READING FOR MACHINE TOOL (45-0-3)

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

MCHT 1013 MACHINE TOOL MATH (30-45-3)

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

MCHT 1020 | HEAT TREATMENT AND SURFACE GRINDING (30-60-4)

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)

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.

Co-requisite: MCHT 1011, MCHT 1013

MCHT 1119 | LATHE OPERATIONS I (30-60-3)

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 (30-60-3)

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

MCHT 1219 | LATHE OPERATIONS II (30-60-4)

This course provides further instruction for students to develop skill in the use of lathes. Topics include lathes, lathe setup, lathe operations, and safety.

Prerequisite: MCHT 1119

MCHT 1220 | MILL OPERATIONS II (30-60-4)

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.

Prerequisite: MCHT 1120

Mechatronics Technology

MCTX 2250 | MECHATRONICS CAPSTONE (18-46-3)

This capstone course for the mechatronics specialization track will be used as the final project for the mechatronics students. Students will integrate and build upon knowledge and skills gained in previous courses to design, assemble, and analyze mechatronic systems using modern methods and tools. Lectures and laboratory experiences will include control theory, dynamic system behavior, communication protocols, pneumatics, embedded programming, and analysis in time-and-frequency domains. The course concludes with an open-ended team-based multi-week design project.

Mechanical Engineering

MEGT 1010 | MANUFACTURING PROCESSES (30-30-3)

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.

Prerequisite: Program admission
Co-requisite: ENGT 1000

MEGT 1321 | MACHINING AND WELDING (15-45-2)

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.

Prerequisite: Program admission
Co-requisite: MEGT 1010

MEGT 2030 | STATICS (45-0-3)

This course introduces the student to the study of forces

acting on objects and their effects on a body at rest or at constant velocity. Static principles are applied in analyzing structural systems. Topics include vectors, resultants, equilibrium of force systems, free body diagrams (FBD), analysis of trusses and frames, distributed loading and geometric properties of areas. Emphasis is placed on bodies at rest in both 2 dimensions and 3 dimensions.

Prerequisite: ENGT 1000, MATH 1113

MEGT 2080 | STRENGTH OF MATERIALS (45-45-4)

This course studies the behavior of materials when subjected to different loadings and constraints. Topics include stress, strain, material properties, properties of cross sectional areas, bending and buckling of members, beam and column analysis, torsion and combined loading. Emphasis is provided on predicting material behavior in various mechanical applications and utilizing fundamental analysis techniques to determine stress in solids under tension, compression, torsion and/or shear. The course includes hands on laboratory exercises such as evaluating beam deflection and the thermal expansion of various metals.

Prerequisite: MEGT 2030

Medical Laboratory Technology

MLBT 1010 | INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY (15-45-2)

This course introduces students to the terms, concepts, procedures, and equipment used in a professional medical 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's laboratory and/or the clinical setting.

Prerequisite: Program admission; MATH 1101 or MATH 1103 or MATH 1111

MLBT 1030 | URINALYSIS/BODY FLUIDS (15-45-2)

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.

Prerequisite: BIOL 2113, BIOL 2113L
Co-requisite: MLBT 1010

MLBT 1040 | HEMATOLOGY/COAGULATION (45-90-5)

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.

Prerequisite: BIOL 2113, BIOL 2113L
Co-requisite: MLBT 1010

MLBT 1050 | SEROLOGY/IMMUNOLOGY (30-45-3)

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, concept in molecular diagnostics, common serological and molecular techniques, safety and quality control, and quality improvement.

Prerequisite: MLBT 1010

MLBT 1060 | IMMUNOHEMATOLOGY (30-90-4)

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.

Prerequisite: MLBT 1050

MLBT 1070 | MEDICAL CHEMISTRY (30-90-4)

This course develops concepts and techniques of Medical 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.

Prerequisite: BIOL 2114, BIOL 2114L, MLBT 1010, CHEM 1212, CHEM 1212L

MLBT 1080 | MICROBIOLOGY (60-90-5)

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.

Prerequisite: MLBT 1010

MLBT 2090 | MEDICAL URINALYSIS AND PREANYALYTIC SPECIMEN PROCESS PRACTICUM (0-135-3)

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, 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.

Prerequisite: MLBT 1010, MLBT 1030, MLBT 1050

MLBT 2100 | MEDICAL IMMUNOHEMATOLOGY PRACTICUM (0-180-4)

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.

Prerequisite: MLBT 1060

MLBT 2110 | MEDICAL HEMATOLOGY/COAGULATION PRACTICUM (0-180-4)

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.

Prerequisite: MLBT 1040, MLBT 1050

MLBT 2120 | MEDICAL MICROBIOLOGY PRACTICUM (0-180-4)

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.

Prerequisite: MLBT 1050, MLBT 1080

MLBT 2130 | MEDICAL CHEMISTRY PRACTICUM (0-180-4)

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.

Prerequisite: MLBT 1050, MLBT 1070

MLBT 2200 | CLT CERTIFICATION REVIEW (0-60-2)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

Prerequisite: MLBT 1010, MLBT 1030, MLBT 1040, MLBT 1050, MLBT 1060, MLBT 1070, MLBT 1080

Metrology

METR 1101 | INTRODUCTION TO QUALITY, STANDARDS, AND ISO 9000 (45-0-3)

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 MEASURE TECHNOLOGY (15-60-3)

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)

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.

Prerequisite: METR 1111

METR 1141 | QUALITY CONTROL AND STATISTICS (45-0-3)

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.

Prerequisite: METR 1132

METR 1161 | PHYSICAL METROLOGY (15-60-3)

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.

Prerequisite: Advisor approval

METR 1163 | DIMENSIONAL METROLOGY (25-70-4)

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.

Prerequisite: Advisor approval

METR 2111 | ELECTRONIC MEASURING INSTRUMENTS (15-112-4)

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.

Prerequisite: METR 1132

METR 2121 | MODERN COMMUNICATIONS SYSTEMS (15-72-3)

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.

Prerequisite: METR 1132

METR 2131 | RF AND MICROWAVE TECHNOLOGY (15-72-3)

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.

Prerequisite: METR 1132

METR 2211 | INTRODUCTION TO AUTOMATED METROLOGY (15-60-3)

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.
Prerequisite: METR 2111, METR 2121, METR 2131

Business Management

MGMT 1100 | PRINCIPLES OF MANAGEMENT (45-0-3)

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)

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 RULES AND REGULATIONS (45-0-3)

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)

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)

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)

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)

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.

Prerequisite: Program admission

MGMT 2115 | HUMAN RESOURCE MANAGEMENT (45-0-3)

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership

with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MGMT 2120 | LABOR MANAGEMENT RELATIONS (45-0-3)

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)

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)

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)

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.

Co-requisite: COMP 1000

MGMT 2140 | RETAIL MANAGEMENT (45-0-3)

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)

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)

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)

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)

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)

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)

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, websites, bulletin boards, and slide presentations amongst others.

Prerequisite: Program admission

MGMT 2220 | MANAGEMENT AND SUPERVISION OCCUPATION-BASED INSTRUCTION (0-135-3)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the 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)

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. Course may be scheduled during summer semester as a study abroad in Scotland.

Prerequisite: Program admission

Marketing

MKTG 1100 | PRINCIPLES OF MARKETING (45-0-3)

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment; role of marketing; knowledge of marketing principles; marketing strategy; and marketing career paths.

MKTG 1130 | BUSINESS REGULATIONS AND COMPLIANCE (45-0-3)

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

MKTG 1160 | PROFESSIONAL SELLING (45-0-3)

This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1162 CUSTOMER CONTACT SKILLS (45-30-4)

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include skills 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.

Prerequisite: Program admission

MKTG 1169 FUNDAMENTALS OF LIFE & HEALTH INSURANCE (45-0-3)

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.

Prerequisite: Program admission

MKTG 1171 FUNDAMENTALS OF PROPERTY & CASUALTY INSURANCE (45-0-3)

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.

Prerequisite: Program admission

MKTG 1190 | INTEGRATED MARKETING COMMUNICATIONS (45-0-3)

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

MKTG 1210 | SERVICES MARKETING (45-0-3)

This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

MKTG 1270 | VISUAL MERCHANDISING (45-0-3)

This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

MKTG 1280 | INTRODUCTION TO SPORTS AND RECREATION MANAGEMENT (45-0-3)

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)

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)

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.

Prerequisite: MKTG 1100

MKTG 2010 | SMALL BUSINESS MANAGEMENT (45-0-3)

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

MKTG 2030 | DIGITAL PUBLISHING AND DESIGN (15-60-3)

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.

Prerequisite: COMP 1000

MKTG 2060 | MARKETING CHANNELS (45-0-3)

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)

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)

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)

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.

Prerequisite: MKTG 1100

MKTG 2160 | ADVANCED SELLING (45-0-3)

This course emphasizes advanced sales presentation skills needed in professional selling. Topics include: managing effective customer relationships, self-management, sales force training, sales force development, and career paths in professional selling.

Prerequisite: MKTG 1160

MKTG 2180 | PRINCIPLES OF SPORTS MARKETING (45-0-3)

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)

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.

Prerequisite: Program admission

MKTG 2270 | RETAIL OPERATIONS MANAGEMENT (45-0-3)

This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

Prerequisite: Program admission

MKTG 2280 | SPORTS MANAGEMENT (45-0-3)

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.

Prerequisite: MKTG 1280

MKTG 2290 | MARKETING INTERNSHIP/PRACTICUM (0-135-3)

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

Prerequisite: Advisor Approval

MKTG 2300 | MARKETING MANAGEMENT (45-0-3)

This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

Prerequisite: Advisor Approval and MKTG 1100

MKTG 2500 | EXPLORING SOCIAL MEDIA (45-0-3)

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.

Prerequisite: MKTG 1100 or HRTM 1201

MKTG 2550 | ANALYZING SOCIAL MEDIA (26-38-3)

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).

Prerequisite: MKTG 1100

Magnetic Resonance Imaging

MRIM 2300 | ORIENTATION AND INTRODUCTION TO MRI (45-0-3)

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.

Prerequisite: Program admission
Co-requisite: MRIM 2320 , MRIM 2350

MRIM 2320 | MRI PROCEDURES AND CROSS SECTIONAL ANATOMY (30-30-3)

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.

Prerequisite: Program admission
Co-requisite: MRIM 2300 , MRIM 2350

MRIM 2330 | MRI PHYSICS AND INSTRUMENTATION (30-30-3)

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.

Prerequisite: Program admission
Co-requisite: MRIM 2360 , MRIM 2370

MRIM 2350 | MAGNETIC RESONANCE IMAGING CLINICAL EDUCATION (0-270-6)

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.

Prerequisite: Program admission
Co-requisite: MRIM 2300 , MRIM 2320

MRIM 2360 | MAGNETIC RESONANCE IMAGING CLINICAL EDUCATION II (0-270-6)

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.

Prerequisite: Program admission
Co-requisite: MRIM 2330 , MRIM 2370

MRIM 2370 | MRI REVIEW (45-0-3)

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.

Prerequisite: Program admission
Co-requisite: MRIM 2300 , MRIM 2320, MRIM 2330

Music

MUSC 1101 | MUSIC APPRECIATION (45-0-3)

Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well-known works of music. This course encourages student interest in musical arts beyond the classroom.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

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)

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.

Prerequisite: NAST 1100

NAST 2100 | NURSE AIDE ACCELERATED (75-75-7)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines.

Co-requisite: ALHS 1090

Orthopedic Technology

ORTT 1010 | ORTHOPEDIC ANATOMY AND PHYSIOLOGY (45-30-4)

This course offers a detailed study of the skeletal-muscular systems with emphasis on soft tissue injuries, fractures, fracture healing, as well as relevant complications. The study of other body systems as they relate to the treatment of orthopedic injuries is also included.

Prerequisite: Program admission
Co-requisite: ORTT 1020, ORTT 1030

ORTT 1020 | ORTHOPEDIC TECHNIQUES I (45-30-4)

This course serves as an introduction to the cast room to include different types of supplies, instruments, techniques for the application of basic types of splints and casts. Introduction to traction set-ups. This course will include the application of casts and traction in the laboratory setting.

Prerequisite: Program admission
Co-requisite: ORTT 1010, ORTT 1030

ORTT 1030 | INTRODUCTION TO ORTHOPEDIC SURGICAL TECHNIQUES (45-30-4)

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.

Prerequisite: Program admission
Co-requisite: ORTT 1010, ORTT 1020

ORTT 1040 | ADVANCED ORTHOPEDIC ANATOMY AND PHYSIOLOGY (45-30-4)

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.

Prerequisite: ORTT 1010
Co-requisite: ORTT 1050, ORTT 2010

ORTT 1050 | ORTHOPEDIC TECHNIQUES II (45-30-4)

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.

Prerequisite: ORTT 1020
Co-requisite: ORTT 1040, ORTT 2010

ORTT 2010 | ORTHOPEDIC TECHNOLOGY CLINICAL I (0-225-5)

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.

Prerequisite: ORTT 1020
Co-requisite: ORTT 1050

ORTT 2020 | ORTHOPEDIC TECHNOLOGY CLINICAL II (0-315-7)

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.

Prerequisite: ORTT 1010, ORTT 1020, ORTT 1030, ORTT 1040, ORTT 1050
Co-requisite: ORTT 2010

ORTT 2030 | ORTHOPEDIC TECHNOLOGY CAPSTONE (15-60-3)

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.

Prerequisite: Program Admission

Legal Studies

LGST 1100 | INTRODUCTION TO LAW AND ETHICS (45-0-3)

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.

LGST 1105 | LEGAL RESEARCH AND LEGAL WRITING I (45-0-3)

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.

Prerequisite: ENGL 1101, LGST 1100
Co-requisite: ENGL 1102

LGST 1110 | LEGAL RESEARCH AND LEGAL WRITING II (45-0-3)

Builds on competencies acquired in PARA 1102 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105
Co-requisite: ENGL 1102

LGST 1115 | FAMILY LAW (45-0-3)

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.

Co-requisite: LGST 1100

LGST 1120 | REAL ESTATE LAW (45-0-3)

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.

Co-requisite: LGST 1100

LGST 1125 | CRIMINAL LAW AND CRIMINAL PROCEDURE (45-0-3)

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.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105
Co-requisite: LGST 1100

LGST 1130 | CIVIL LITIGATION (45-0-3)

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.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105, LGST 1110, LGST 1140

LGST 1135 | WILLS, TRUSTS, PROBATE, AND ADMINISTRATION (45-0-3)

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.

Co-requisite: LGST 1100

LGST 1140 | TORT LAW (45-0-3)

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.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105
Co-requisite: LGST 1100

LGST 1145 | LAW OFFICE MANAGEMENT (45-0-3)

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.

Co-requisite: LGST 1100

LGST 1150 | CONTRACTS, COMMERCIAL LAW AND BUSINESS ORGANIZATIONS (45-0-3)

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.

Co-requisite: ENGL 1101, LGST 1100

LGST 1200 | BANKRUPTCY/DEBTOR-CREDITOR RELATIONS (45-0-3)

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.

Prerequisite: LGST 1100

LGST 1205 | CONSTITUTIONAL LAW (45-0-3)

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.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105

LGST 1210 | LEGAL AND POLICY ISSUES IN HEALTHCARE (45-0-3)

Provides an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of health care financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship, end-of-life decision making, legal problems of the elderly, law and mental health, AIDS and the law and the privatization of health care facilities.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105, LGST 1110

LGST 1215 | ADMINISTRATIVE LAW (45-0-3)

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.

Prerequisite: LGST 1100, LGST 1105, LGST 1110

LGST 2200 | PARALEGAL PRACTICUM (0-270-6)

Focuses on the application and reinforcement of paralegal skills and employability principles to further professional development through a practicum with simulated work experiences.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105, LGST 1110, LGST 1125, LGST 1130. At least 75% of the curriculum must be complete.

LGST 2205 | ADVANCED LEGAL RESEARCH AND WRITING (45-0-3)

Continues to develop writing skills developed in LGST 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.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105, LGST 1110, LGST 1125, LGST 1130

LGST 2210 | PARALEGAL INTERNSHIP I (0-270-6)

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.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105, LGST 1110, LGST 1125, LGST 1130. At least 75% of the curriculum must be complete.

LGST 2215 | PARALEGAL INTERNSHIP II (0-270-6)

This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development. Note: Paralegals may not provide legal services directly to the public except as permitted by law.

Prerequisite: ENGL 1101, LGST 1100, LGST 1105, LGST 1110, LGST 1125, LGST 1130. At least 75% of the curriculum must be complete.

Pharmacy Assistant

PHAR 1000 | PHARMACEUTICAL CALCULATIONS (45-30-4)

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

Prerequisite: MATH 1012, MATH 1111

PHAR 1010 | PHARMACY TECHNOLOGY FUNDAMENTALS (60-30-5)

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.

PA71 Co-requisite: PHAR 1000
PT22 Co-requisite: PHAR 1000, PHAR 1010, PHAR 1040

PHAR 1020 | PRINCIPLES OF DISPENSING MEDICATIONS (45-45-4)

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PA71 Co-requisite: PHAR 1000
PT22 Co-requisite: PHAR 1000, PHAR 1020, PHAR 1040

PHAR 1030 | PRINCIPLES OF STERILE MEDICATION PREPARATION (45-45-4)

Continues the development of student knowledge and skills in preparing medication, processing glassware,

and maintaining an aseptic environment. Topics include aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PT22 Prerequisite: PHAR 1000, PHAR 1010, HAR 1020, PHAR 1040

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.

PT22 Co-requisite: PHAR 1000, PHAR 1010, PHAR 1020

PHAR 1050 | PHARMACY TECHNOLOGY CLINICAL (0-225-5)

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

PA71 Co-requisite: PHAR 1000, PHAR 1010, PHAR 1020
PT22 Co-requisite: PHAR 1000, PHAR 1020, PHAR 1040

PHAR 1055 | PHARMACY ASSISTANT CLINICAL (0-225-5)

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.

Prerequisite: ALHS 1011, ALHS 1090, MATH 1012, PHAR 1000, PHAR 1010, PHAR 1020, PHAR 1040

PHAR 2060 | ADVANCED PHARMACY TECHNOLOGY PRINCIPLES (30-30-3)

This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

PT22 Prerequisite: COMP 1000, PHAR 1030, PHAR 1050

PHAR 2070 | ADVANCED PHARMACY TECHNOLOGY CLINICAL (0-225-5)

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

PT22 Prerequisite: COMP 1000, PHAR 1000, PHAR 1030, PHAR 1050

Phlebotomy Technician

PHLT 1030 | INTRODUCTION TO VENIPUNCTURE (30-30-3)

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.

Co-requisite: ALHS 1011, ALHS 1040, ALHS 1090

PHLT 1050 | CLINICAL PRACTICE (0-180-4)

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.

Prerequisite/Co-requisite: PHLT 1030

PHLT 1055 | ACCELERATED PHLEBOTOMY CLINICAL PRACTICE (0-180-5)

Provides work experiences in a clinical or simulated lab 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.

Co-requisite: PHLT 1030

Physical Therapist Assistant

PHTA 1110 | INTRODUCTION TO PHYSICAL THERAPY (15-30-2)

This course introduces students to the profession of physical therapy. Topics include professional responsibilities and core values; legal and ethical responsibilities in physical therapy practice; current trends in physical therapy; communication skills; cultural competency and health disparities and research and evidence-based practice.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L, PSYC 1101

PHTA 1120 | PATIENT CARE SKILLS (15-90-3)

This course introduces students to basic patient care skills and administrative tasks in physical therapy. Topics include patient care skills; principles of teaching and learning; documentations skills; and administrative and management tasks.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L, PSYC 1101

PHTA 1130 | FUNCTIONAL ANATOMY AND KINESIOLOGY I (15-75-3)

This course introduces the basic concepts of functional anatomy and the study of human movement. Topics include an overview of kinesiology and the principles of biomechanics; examination of the neuromusculoskeletal system; a review of muscle attachments, actions, and innervations; and instruction in assessment techniques for measuring joint range of motion.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L, PSYC 1101

PHTA 1140 | PHYSICAL THERAPY PROCEDURES I (15-90-3)

This course introduces the principles and application techniques for various physical therapy interventions. Topics include superficial and deep thermal physical agents; athermal agents and electromagnetic radiation; therapeutic massage techniques; wound care and personal protection; and instruction in assessment techniques for sensory response.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L, PSYC 1101

PHTA 2110 | PATHOLOGY I (30-60-4)

This course provides a survey of injuries and diseases commonly treated by physical therapist assistants. Topics include review of systems; an examination of musculoskeletal system disorders and diseases; examination of general medical disorders and diseases; examination of circulation, respiration, and ventilation; recognition and response procedures for changes in physiologic status; and an overview of pharmacology for pain, musculoskeletal, endocrine, and GI system management.

Prerequisite: PHTA 1110, PHTA 1120, PHTA 1130, PHTA 1140

PHTA 2120 | REHABILITATION I (30-90-4)

This course provides instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics include functional mobility and training; rehabilitation techniques for musculoskeletal disorders; gait training and assistive devices; home management, community, and work reintegration; and health promotion, wellness and prevention.

Prerequisite: PHTA 1110, PHTA 1120, PHTA 1130, PHTA 1140

PHTA 2130 | PHYSICAL THERAPY PROCEDURES II (15-90-3)

This course provides continued instruction in the principles and application techniques for various physical therapy interventions. Topics include pain theories and assessment techniques; mechanical physical agents; electrotherapeutic physical agents; and adaptive, protective, and supportive devices.

Prerequisite: PHTA 1110, PHTA 1120, PHTA 1130, PHTA 1140

PHTA 2140 | CLINICAL EDUCATION I (0-180-4)

This course provides students with the opportunity to observe and practice skills learned in the classroom and laboratory at various clinical settings for physical therapy practice. Students will be supervised by a clinical instructor who is either a licensed physical therapist or licensed physical therapist assistant. Topics include preparation of patients, treatment areas, and equipment; vital signs and sensory assessment; wound care and personal protection; transfers, body mechanics, and assistive devices; application of physical agents; goniometric measurements; therapeutic massage; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Prerequisite: PHTA 2110, PHTA 2120, PHTA 2130

PHTA 2150 | PATHOLOGY II (30-75-4)

This course provides continued instruction on diseases and conditions commonly treated by physical therapist assistants with an emphasis on neurological conditions. Topics include a review of neuroanatomy and physiology; examination of neurological disorders and diseases; examination of pediatric disorders and diseases; limb deficiency disorders; and pharmacology for spinal cord injuries, traumatic brain injuries, and cardiac and pulmonary system management.

Prerequisite: PHTA 2140

PHTA 2160 | REHABILITATION II (30-90-4)

This course provides continued instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics includes rehabilitation of the neurological patient; rehabilitation of the pediatric patient; cardiac rehabilitation and chest physical therapy techniques; prosthetic and orthotic training; and the assessment of arousal, attention, and cognition.

Prerequisite: PHTA 2140

PHTA 2170 | KINESIOLOGY II (15-75-3)

This course provides continued instruction in the study of human movement. Topics include posture and equilibrium; gait, locomotion, and balance; advanced gait training techniques; and the assessment of muscle performance.

Prerequisite: PHTA 2140

PHTA 2180 | CLINICAL EDUCATION II (0-180-4)

This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various health care facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Prerequisite: PHTA 2150, PHTA 2160, PHTA 2170

PHTA 2190 | CLINICAL EDUCATION III (0-315-7)

This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various health care facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Prerequisite: PHTA 2150, PHTA 2160, PHTA 2170

PHTA 2200 | PHYSICAL THERAPIST ASSISTANT SEMINAR (0-30-1)

This seminar course prepares students for entry into the field of physical therapy as physical therapist assistants. Topics include review for the licensure examination; presentation of a case study; and overview of career development and commitment to lifelong learning.

Prerequisite: PHTA 2150, PHTA 2160, PHTA 2170

Physics

PHYS 1110 | CONCEPTUAL PHYSICS (45-0-3)

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics,

heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111
Co-requisite: ENGL 1101, PHYS 1110L

PHYS 1110L | CONCEPTUAL PHYSICS LAB (0-45-1)

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111
Co-requisite: ENGL 1101, PHYS 1110

PHYS 1111 | INTRODUCTORY PHYSICS I (45-0-3)

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

Prerequisite: MATH 1112 or MATH 1113
Co-requisite: ENGL 1101, PHYS 1111L

PHYS 1111L | INTRODUCTORY PHYSICS LAB I (0-45-1)

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

Prerequisite: MATH 1112 OR MATH 1113
Co-requisite: ENGL 1101, PHYS 1111

PHYS 1112 | INTRODUCTORY PHYSICS II (45-0-3)

The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

Prerequisite: PHYS 1111, PHYS 1111L
Co-requisite: PHYS 1112L

PHYS 1112L | INTRODUCTORY PHYSICS LAB II (0-45-1)

Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

Prerequisite: PHYS 1111, PHYS 1111L
Co-requisite: PHYS 1112

Plumbing

PLBG 1000 | INTRODUCTION TO PLUMBING (45-0-3)

This course provides an introduction to the Plumbing construction trade. The knowledge and skills required to succeed in the Plumbing industry are emphasized. Topics include general safety rules and practices, introduction to construction and the pipe trades, and work ethics, communication, and affective skills and practices.

PLBG 1160 | PLUMBING DRAWINGS (15-60-3)

This course introduces the reading and interpretation of sets of building drawings. Topics include types of plans, scales, specifications, conventions, and schedules.

Co-requisite: PLBG 1000

PLBG 1210 | PIPES, VALVES, AND FITTINGS (30-30-3)

This course introduces the student to the materials, pipes, valves, fittings, and joining methods used in the plumbing trade. Topics include pipes, fittings, and valves, hangers and supports, and joining techniques.

PLBG 1220 | DRAINAGE SYSTEMS (30-30-3)

Provides an introduction to the treatment, design and materials used in plumbing, drainage systems. Applicable plumbing codes are also discussed. Topics include public and private sewage systems and treatment; materials, fittings, and valves; traps, venting, and grade; ejector and sump pumps; design, sizing, and installation of drainage systems.

PLBG 1240 | WATER SUPPLY SYSTEMS (30-30-3)

Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

PLBG 1260 | PLUMBING FIXTURES AND APPLIANCES (15-60-3)

This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.

PLBG 1280 | GAS PIPING, VENTING, AND APPLIANCES (15-60-3)

This course provides instruction in the materials and design of building gas supply systems and the installation of gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

Practical Nursing

PNSG 1600 | INTRODUCTION TO PHARMACOLOGY AND CLINICAL CALCULATIONS (10-75-3)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills and introduces pharmacological classes. 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.

Prerequisite: Program Admission

PNSG 1601M | PN/MILITARY TRANSITION (105-75-10)

This didactic course is designed to transition military medical personnel to the role of Licensed Practical Nurse (LPN). This course will cover the differences between military healthcare

roles and the LPN role as defined by the Georgia Nurse Practice Act and the GBON Rules and Regulations. It will meet the Georgia Board of Nursing (GBON) requirements for an approved Military Medical Personnel to Licensed Practical Nursing Transition Program.

PNSG 1602 | PN/MILITARY TRANSITION CLINICAL (0-160-4)

This clinical course will allow military personnel to apply the knowledge and skills learned in the didactic portion of the Military to LPN Transition program under the supervision of qualified preceptors. This course will cover various areas of nursing practice, including medical-surgical, obstetrics, pediatrics, and mental health. The clinical experience will be completed in healthcare facilities approved by the GBON, and will adhere to GBON rules and regulations regarding clinical and preceptor ratios.

PNSG 1605 | FUNDAMENTALS (21-135-6)

An introduction to the nursing process and clinical practice, normal body system function, and terminology related to healthcare. Topics include: nursing as a profession; scope of practice; 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, history taking, and an introduction to structure, function, terminology associated with healthcare, and physical assessment of body systems; customer/client relationships; standard precautions; activities of daily living; infection control/ blood-borne/ airborne pathogens; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

Prerequisite: Program Admission

PNSG 1610 | ADULT HEALTH NURSING I (23-135-6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include terminology associated with healthcare, structure and function of body systems, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions concerning the cardiovascular, respiratory, and hematological and immunological systems. Clinical topics include but are not limited to hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions about cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: PNSG 1600, PNSG 1605

PNSG 1615 | ADULT HEALTH NURSING II (23-135-6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary systems. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: PNSG 1600, PNSG 1605

PNSG 1620 | ADULT HEALTH NURSING III (23-135-6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological and sensory systems, disaster preparedness, emergency response, triage, and bioterrorism. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: PNSG 1600, PNSG 1605

PNSG 1625 | ADULT HEALTH NURSING IV (23-135-6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and musculoskeletal systems and oncology. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

Prerequisite: PNSG 1600, PNSG 1605

PNSG 1630 | MENTAL HEALTH NURSING (15-90-4)

Presents concepts within the field of mental health nursing and their application to everyday human behavior, thinking, emotion, and communication. Focuses on health management and maintenance and the prevention of illness, care of the mental health patient as a whole, and deviations from the normal state of health. Emphasis is placed on students understanding mental health principles and their application within the context of family, work and social interactions. Topics include an overview of psychological disorders and their treatments; terminology associated with health care, stress and health; health management

and maintenance and prevention of illness; care of the mental health patient as a whole, and deviations from the normal state of health in the mental health client; client care, Pharmacology, and diet therapy of the mental health client; and standard precautions. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education, displaying cultural competence across the life span and with attention to special populations.

Prerequisite: PNSG 1600, PNSG 1605

PNSG 1635 | MATERNAL NURSING (30-60-4)

Focuses on maternal and newborn patient care aspects of health management and maintenance and 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 the function of the human body systems, terminology associated with healthcare, health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn, and standard precautions.

Prerequisite: PNSG 1600, PNSG 1605

PNSG 1640 | PEDIATRIC NURSING (15-60-3)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client, care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; functions of the human body, terminology associated with healthcare, and standard precautions.

Prerequisite: PNSG 1600, PNSG 1605

PNSG 1645 | PRACTICAL NURSING CAPSTONE (23-103-5)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client, care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; functions of the human body, terminology associated with healthcare, and standard precautions.

Prerequisite: PNSG 1600, PNSG 1605

Political Science

POLS 1101 | AMERICAN GOVERNMENT (45-0-3)

Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

Prerequisite: Appropriate Degree Level English and Reading Placement Test Scores

POLS 2401 | Global Issues (45-0-3)

This course introduces students to contemporary issues in global affairs. It assumes no prior knowledge of international relations. The course examines problems facing the global community, as well as the prospects for governments, individuals, and international groups to address those problems. The course has three broad areas: the global political economy; human development, inequality, and rights; and global institutions and security. Key to all these areas is the role of the United States and other regional powers in world affairs.

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores

Polysomnographic

PSGT 1101 | INTRODUCTION TO SLEEP TECHNOLOGY (60-120-7)

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.

Prerequisite: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010, ALHS 1040
Co-requisite: PSGT 1102

PSGT 1102 | ESSENTIALS OF SLEEP TECHNOLOGY (60-120-7)

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.

Prerequisite: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010, ALHS 1040
Co-requisite: PSGT 1101

PSGT 1111 | POLYSOMNOGRAPHIC APPLICATIONS (60-195-9)

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.

Prerequisite: PSGT 1101, PSGT 1102

PSGT 2100 | POLYSOMNOGRAPHIC PRACTICUM (0-270-6)

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.

Prerequisite: PSGT 1101, PSGT 1102 ,PSGT 1111
Co-requisite: PSGT 2101

PSGT 2101 | SLEEP TECHNOLOGY – SPECIAL TOPICS (45-0-3)

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.

Prerequisite: PSGT 1111
Co-requisite: PSGT 2100

Psychology

PSYC 1010 | BASIC PSYCHOLOGY (45-0-3)

Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.

PSYC 1100 | PERSPECTIVES OF THE HUMAN MIND (60-0-4)

This elective course offers an engaging introduction to the human mind from a social science perspective, with a strong focus on developing students' critical thinking and oral communication skills. Through interactive discussions, projects, and presentations, students explore a range of topics. Designed for students at the beginning of their college studies, the course encourages the development of original ideas, thoughtful analysis, and effective communication. Students will apply critical thinking to real-life issues related to human behavior and mental processes.

PSYC 1101 | INTRODUCTORY PSYCHOLOGY (45-0-3)

Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

PSYC 2101 | PSYCHOLOGY OF ADJUSTMENT (45-0-3)

This course will introduce you to psychological adjustment, or the process by which people adapt to the demands of everyday life circumstances across the lifespan. Factors that affect adjustment include gender, personality, self-esteem, ability to communicate effectively, health, experience of stress, changes with aging, and coping processes. Factors also include social influence and pressure, relationships with others, career preparation, and work through the stages of life. Students will use this knowledge to actively take charge of their own lives as they adjust to an ever-changing world.

PSYC 2103 | HUMAN DEVELOPMENT (45-0-3)

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

Prerequisite: PSYC 1101

PSYC 2250 | ABNORMAL PSYCHOLOGY (45-0-3)

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.

Prerequisite: PSYC 1101

Radiology Technology

RADT 1010 | INTRODUCTION TO RADIOLOGY (45-30-4)

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/ CPR, and patient care in radiologic sciences.

Prerequisite: Program admission, BIOL 2114, BIOL 2114L

RADT 1030 | RADIOGRAPHIC PROCEDURES I (30-45-3)

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

Prerequisite: Program admission, BIOL 2114, BIOL 2114L
Co-requisite: RADT 1010, RADT 1320

RADT 1060 | RADIOGRAPHIC PROCEDURES II (30-45-3)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures.

Prerequisite: Program admission, Program Instructor Approval, RADT 1010, RADT 1030

RADT 1065 | RADIOGRAPHIC SCIENCE (30-0-2)

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.

Prerequisite: Program admission

RADT 1075 | RADIOGRAPHIC IMAGING (45-30-4)

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 include 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.

Prerequisite: Program admission

RADT 1085 | RADIOGRAPHIC EQUIPMENT (30-30-3)

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.

Prerequisite: Program admission

RADT 1200 | PRINCIPLES OF RADIATION BIOLOGY AND PROTECTION (30-0-2)

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.

Prerequisite: Program admission

RADT 1320 | CLINICAL RADIOGRAPHY I (0-180-4)

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/ surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

Prerequisite: Program admission, BIOL 2114, BIOL 2114L

RADT 1330 | CLINICAL RADIOGRAPHY II (0-315-7)

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: Program admission, Program Instructor Approval, RADT 1320

RADT 2090 | RADIOGRAPHIC PROCEDURES II (15-45-2)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses, special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses and special procedures.

Prerequisite: Program admission, Program Instructor Approval, RADT 1010, RADT 1030, RADT 1060

RADT 2201 | INTRODUCTION TO COMPUTED TOMOGRAPHY (30-0-2)

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.

Prerequisite: Program admission
Co-requisite: RADT 2220, RADT 2250

RADT 2210 | COMPUTED TOMOGRAPHY PHYSICS AND INSTRUMENTATION (75-0-5)

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.

Prerequisite: Program admission
Co-requisite: RADT 2230, RADT 2265

RADT 2220 | COMPUTED TOMOGRAPHY PROCEDURES I (45-0-3)

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.

Prerequisite: Program admission
Co-requisite: RADT 2201, RADT 2250

RADT 2230 | COMPUTED TOMOGRAPHY PROCEDURES II (45-0-3)

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.

Prerequisite: Program admission
Co-requisite: RADT 2210, RADT 2265

RADT 2250 | COMPUTED TOMOGRAPHY CLINICAL I (0-180-4)

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.

Prerequisite: Program admission
Co-requisite: RADT 2201, RADT 2220

RADT 2260 | RADIOLOGIC TECHNOLOGY REVIEW (45-0-3)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

Prerequisite: Program admission

RADT 2265 | COMPUTED TOMOGRAPHY CLINICAL II (0-180-4)

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.

Prerequisite: Program admission
Co-requisite: RADT 2210, RADT 2230

RADT 2340 | CLINICAL RADIOGRAPHY III (0-270-6)

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: Program admission, RADT 1320, RADT 1030
Co-requisite: RADT 2090

RADT 2360 | CLINICAL RADIOGRAPHY IV (0-405-9)

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

Prerequisite: Program admission, Program Instructor Approval, RADT 1320, RADT 1030, RADT 2340
Co-requisite: RADT 2260

Sports and Fitness Management

RELM 2010 | INTRODUCTION TO SPORTS AND FITNESS MANAGEMENT (39-17-3)

This course will provide the student with an understanding of the sociological, philosophical, economical, and historical aspects of sports and fitness. This course will also provide an introduction to sports and fitness as a profession and investigate contemporary issues in this field.

RELM 2020 | RECREATION LEADERSHIP AND SUPERVISION (45-0-3)

This course provides theories and techniques in leadership, group dynamics, and personnel management as they relate to programming and staff supervision in recreation agencies. Emphasis is on personnel management techniques, including job analysis, recruitment and career development.

RELM 2030 | SPORTS AND FITNESS FACILITY MANAGEMENT AND DESIGN (45-0-3)

This course provides students with learning experiences in the administrative tasks of planning and designing new recreational facilities, and renovating and maintaining existing sports and fitness facilities.

RELM 2040 | PROGRAM PLANNING IN SPORTS AND FITNESS (30-30-3)

This course provides practical knowledge and experiences in the essential elements and design concepts of program planning. Emphasis is placed on student involvement in planning and directing programs for diverse populations in a variety of settings.

RELM 2042 | BEGINNING TENNIS (15-45-2)

This course provides students with the basic knowledge, techniques and skills for tennis which prepares them to participate in an activity that promotes a healthy and active lifestyle.

RELM 2043 | WEIGHT TRAINING (15-45-2)

This course provides students with the basic knowledge, techniques and skills for weight training which prepares them to participate in an activity that promotes healthy and active lifestyles.

RELM 2044 | OFFICIATING SPORTS (15-45-2)

This course provides students with the basic competencies, techniques, and skills necessary to officiate sports.

RELM 2045 | BEGINNING GOLF (15-45-2)

This course provides students with the basic knowledge, techniques and skills which prepares them to participate in an activity that promotes healthy and active lifestyles.

RELM 2046 | VOLLEYBALL (15-45-2)

This course provides students with the basic knowledge, techniques, and skills which prepares them to participate in an activity that promotes healthy and active lifestyles.

RELM 2050 | SPORTS AND FITNESS MANAGEMENT INTERNSHIP (0-90-2)

This course will provide the student with practical experience under the supervision of a professional recreation agency. The experience will allow the student to test the practical application of theories of sports and fitness management under the guidance and supervision of a recreational agency professional.

Associate of Science in Nursing

RNSG 1032 | FOUNDATIONS OF NURSING CARE (60-150-8)

This course introduces students to the concepts and nursing skills which proved the foundation for nursing theory and practice. Concepts related to physiological and psychosocial needs, growth and development, stress, and adaptation, the nursing process and the roles of the associate degree nurse are introduced. Other concepts that will be studied are communication ethical and legal implications for nursing practice, nursing skills, cultural diversity, the teaching-learning process, nutrition, pharmacology, and critical thinking. A major focus of this course is the identification of the principles of nursing care which meet the physiological and psychosocial needs of culturally diverse clients from older child through later maturity. The student gains experience in the performance of beginning nursing skills in the skills, simulation, and clinical laboratories. The in the skills lab setting, the student practices and return demonstrates the foundational skills needed to provide care for needs of clients. In the simulation and clinical setting, the student is assisted to utilize the nursing process to meet the physiological and psychosocial needs of adult clients who require assistance with basic needs and then later in the semester the students will attend clinical in the hospital setting. The development of assessment skills is emphasized. The student utilizes communication techniques with faculty, staff, and interdisciplinary team members regarding care of assigned clients. The student is guided in adhering to legal and ethical standard in the simulation/clinical laboratory.

Prerequisite: BIOL 2113, BIOL 2113L, ENGL 1101, MATH 1111, PSYC 1101
Co-requisite: BIOL 2114, BIOL 2114L, RNSG 1034

RNSG 1034 | PHARMACOLOGY FOR NURSING (30-30-3)

This course provides an introduction to nursing pharmacology that integrates the concepts of physiology, pathophysiology, chemistry, and nursing fundamentals to build a foundation for administering drug therapy to patients. Using a simple to complex approach, key content areas are presented to help conceptualize the important components related to nursing pharmacology. Incorporated into this course are major principles of mathematics such as ratio-proportion, fractions, decimals, and conversion between the various systems of weights and measures. Students will learn how to competently prepare and administer medications including oral, subcutaneous, intradermal, intramuscular, intravenous formulas and injections, and reconstitution of solutions. The basic concepts of pharmacology, such as drug testing and approval, pharmacokinetics and pharmacodynamics, therapeutic and toxic effects, dosage calculations, and challenges related to drug therapy, provide the foundation from which drug therapy associated with specific body systems can be addressed. Discussion of the major drug groups focuses on therapeutic actions and indications, pharmacokinetics, contraindications and cautions, adverse effects, clinically important drug-to-drug interactions and nursing considerations which emphasize the nursing process and focus on patient care and teaching. Prototypes of the major drug groups are emphasized. Lifespan considerations, evidence for best practice, patient safety, and critical thinking are integrated throughout the course.

Prerequisite: BIOL 2113, BIOL 2113L, ENGL 1101, MATH 1111, PSYC 1101
Co-requisite: BIOL 2114, BIOL 2114L, RNSG 1032

RNSG 1036 | HEALTH AND ILLNESS I (60-90-6)

This course is a study of the nursing care of culturally diverse clients from young adulthood through later maturity. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, mobility, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course.

Prerequisite: RNSG 1032, RNSG 1034
Co-requisite: BIOL 2117, BIOL 2117L

RNSG 1038 | TRANSITION TO ASSOCIATE DEGREE NURSING (60-75-6)

This course provides theoretical and clinical knowledge foundations to transition licensed practical or vocational nurses (LPN/LVN) and certified paramedics into the concept-based Associate of Applied Science in Nursing Degree program. Emphasis is placed on establishing core concepts, roles/responsibilities of the RN, critical thinking/clinical judgment, focuses on adult clients experiencing selected

health alterations in diverse populations, and professionalism in a variety of settings. Competency exams and skills checks will be utilized to apply credit to modules/units.

Prerequisite: Program Admission, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L
Co-requisite: RNSG 1034

RNSG 2032 | HEALTH AND ILLNESS II (60-90-6)

This course is designed to further the concepts of Health and Illness I. Emphasis is place on the concepts of cellular regulation, perfusion, infection, mobility, immunity, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, and safety. Upon completion, students will be able to provide safe nursing care incorporating the concepts identified in this course.

Prerequisite: BIOL 2117, BIOL 2117L, RNSG 1036
Co-requisite: PSYC 2103, RNSG 2034

RNSG 2034 | FAMILY NURSING (60-90-6)

This course is designed to prepare the student to provide care for the childbearing client, family and the pediatric client. Emphasis is place on the concepts of normal pregnancy and childbirth, complications in pregnancy and childbirth, oxygenation, sexuality, grief/loss, mood/affect, development, family, health-wellness-illness such as nutrition, patient education, and health promotion, communication, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Prerequisite: BIOL 2117, BIOL 2117L, RNSG 1036
Co-requisite: PSYC 2103, RNSG 2032

RNSG 2036 | HEALTH AND ILLNESS III (60-90-6)

This course is designed to expand and integrate the concepts from RNSG 1036 and RNSG 2032. Emphasis is place on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, health-wellness-illness, caring interventions, managing care, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

Prerequisite: RNSG 2032, RNSG 2034
Co-requisite: RNSG 2038

RNSG 2038 | LEADERSHIP (30-45-3)

This course is designed to prepare the student to function in the role of a leader. Emphasis is place on the concepts of managing care, advocacy, legal issues, policy, health care systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Prerequisite: RNSG 2032, RNSG 2034
Co-requisite: RNSG 2036

RNSG 2040 | CAPSTONE SEMINAR (45-0-3)

This seminar course provides the student with competencies and strategies to enhance the transition from student to registered professional nurse. Students gain an understanding of the role of the National Council of State Boards of Nursing (NCSBN) in developing and administering the RN licensing examination.

Prerequisite: RNSG 2032, RNSG 2034

Supply Chain Management

SCMA 1000 | INTRODUCTION TO SUPPLY CHAIN MANAGEMENT (45-0-3)

Provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivery goods and services to customers. The course will focus on what employees and managers must do to ensure an effective Supply Chain exists in their organization. Topics include: Introduction to SCM, E-Commerce, Material Management, Information Technology, Measuring SCM performance, Purchasing and Distribution, and Research and Case Studies.

Prerequisite: Program Admission

SCMA 1001 | INVENTORY CONTROL PROCEDURES (45-0-3)

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.

Prerequisite: Program admission

SCMA 1002 | PURCHASING (45-0-3)

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.

Prerequisite: Program admission

SCMA 1003 | INTRODUCTION TO TRANSPORTATION AND LOGISTICS MANAGEMENT (45-0-3)

Businesses today cannot be competitive without a good transportation and logistics network. This course introduces the five basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students then discuss ways in which today's supply chain manager can use these transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.

SCMA 1004 | QUALITY IMPROVEMENT CONCEPTS (45-0-3)

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)

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.

Prerequisite: Program admission

SCMA 1006 | SUPPLY CHAIN MANAGEMENT PRINCIPLES (90-0-6)

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)

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.

Prerequisite: Program admission

SCMA 1009 | SUPPLY CHAIN MANAGEMENT OBI II (0-45-1)

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.

Prerequisite: SCMA 1008

SCMA 1010 | MANUFACTURING PLANNING AND CONTROL / JIT (75-0-5)

Provides introductory instruction and hands-on experience in utilizing Manufacturing Resources Planning (MRP II)/ Just-In-Time, a fully integrated production and information management software system. Instruction moves step-by-step through system implementation and teaches how a state-of-the-art MRP II system works in today's zero inventory and Just-In-Time environment. Topics include: bills of materials, MRP II logic, inventory planning, master production schedule, planning policies, statistical quality control (SQC) and quality at the source.

Prerequisite: Program admission

SCMA 1015 | E-COMMERCE IN SUPPLY CHAIN MANAGEMENT (45-0-3)

Provides a general knowledge of E-Commerce (EC) and how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and risks. The course will focus on the impact EC has on a significant portion of the world, affecting businesses, supply chains, professions, and people. EC is more than just buying and selling, and students will learn it is also about electronically communicating, collaborating, sharing of information by businesses, and discovering information.

Prerequisite: Program Admission

SCMA 1050 | TRAFFIC MANAGEMENT (45-0-3)

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.

Prerequisite: Program admission

SCMA 1051 | WAREHOUSE OPERATIONS AND TECHNOLOGY (45-0-3)

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.

Prerequisite: Program admission

SCMA 2102 | CASE STUDIES IN THE SUPPLY CHAIN (30-0-2)

This course prepares students for entry into the field of logistics management using simulation, case studies, and research.

Prerequisite: SCMA 1001, SCMA 1002, SCMA 1005, SCMA 1006

SCMA 2102 | CASE STUDIES IN THE SUPPLY CHAIN (30-0-2)

This course prepares students for entry into the field of logistics management using simulation, case studies, and research.

Prerequisite: SCMA 1001, SCMA 1002, SCMA 1005, SCMA 1006

SCMA 2103 | SUPPLY CHAIN MANAGEMENT (45-0-3)

Logistics and Supply Chain Management today represents a great challenge as well as a tremendous opportunity for most firms. This course will view the supply chain from the point of view of a front-line supervisor. Logistics and Supply Chain Management is all about managing hand-offs in a supply chain, hand-offs of either information or product. Phrases like logistics management, supply chain management and demand chain management will be used interchangeably in order to provide an understanding on how logistical decisions impact the performance of the firm as well as the entire supply chain.

Prerequisite: SCMA 1003

SCMA 2106 | KEY ISSUES IN THE GLOBAL INTEGRATED SUPPLY CHAIN (45-0-3)

This course examines the issues and challenges a corporation faces in designing and implementing a globally integrated supply chain. Topics include social responsibility in the supply chain, geo-political impacts, outsourcing and off shoring of supply chain functions, and how companies manage risk in their supply chains.

Certified Personal Training

SFMA 1210 | CERTIFIED PERSONAL TRAINING I (45-30-4)

This course covers general anatomy, joint and muscle function, as well as the analysis of body movements. The course is designed to prepare and qualify students to work as personal trainers. Students learn how to: properly screen and evaluate clients for safe participation in an exercise program. Design and implement exercise prescriptions for multiple

populations and successful client goal attainment.

Prerequisite: Program Admission
Co-requisite: ALHS 1011, ALHS 1040

SFMA 1220 | CERTIFIED PERSONAL TRAINING II (45-30-4)

The course is a continuation of SFMA 1210 and will also introduce successful selling and managing of a personal trainer business as well as the legal aspects.

Prerequisite: SFMA 1210

Sociology

SOCI 1101 | INTRODUCTION TO SOCIOLOGY (45-0-3)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Prerequisite: Appropriate degree level writing (English) and reading placement test scores

SOCI 1160 | INTRODUCTION TO SOCIAL PROBLEMS (45-0-3)

This course will provide an in-depth study of current social problems such as poverty, unemployment, race relations, environmental concerns, deviance, drugs and crime, social inequality, and global threats. Emphasis is on causes, consequences, policy, and possible solutions to these problems.

Social Worker

SOCW 2000 | INTRODUCTION TO SOCIAL WORK (45-0-3)

This course provides an introduction to social welfare institution and the profession of social work. It focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will be introduced to basic social welfare policies, community agencies, and at-risk populations.

SOCW 2010 | INTRODUCTION TO CASE MANAGEMENT (45-0-3)

A practical course in the how to of human service case management. Students will learn the step-by-step process of case management from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques, and techniques for monitoring a client's progress through the service delivery system, to case closure/follow-up activities. This course will include how to access community resources, how to interpret and utilize information from other professionals, and the development of interviewing, intervention, case recording, and caseload management skills. Legal and ethical issues in service delivery will also be discussed.

SOCW 2130 | SOCIAL WELFARE, ETHICS, AND COMMUNITY SERVICE (30-45-3)

Introduction to the basic concepts, information and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services. Students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

Spanish

SPAN 1101 | INTRODUCTION TO SPANISH LANGUAGE AND CULTURE I (45-0-3)

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.

Prerequisite: Appropriate placement test score

SPAN 1102 | INTRODUCTION TO SPANISH LANGUAGE AND CULTURE II (45-0-3)

This course is a continuation of SPAN1101 that advances the student's acquisition of the target language and understanding of cultural difference between American and Hispanic cultures. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Spanish language. Not open to native speakers of Spanish.

Prerequisite: SPAN 1101

Speech

SPCH 1101 | PUBLIC SPEAKING (45-0-3)

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

Prerequisite: Regular admission or ENGL 0098

Surgical Technology

SURG 1010 | INTRODUCTION TO SURGICAL TECHNOLOGY (60-150-8)

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.)

Prerequisite: Program admission, ALHS 1090, BIOL 2114, BIOL 2114L
Corequisite: SURG 1020

SURG 1020 | PRINCIPLES OF SURGICAL TECHNOLOGY (75-180-9)

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.)

Prerequisite: Program admission
Corequisite: SURG 1010

SURG 1100 | SURGICAL PHARMACOLOGY (15-30-2)

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

Prerequisite: Program admission
Corequisite: SURG 2030, SURG 2110, SURG 2120

SURG 2030 | SURGICAL PROCEDURES I (30-105-4)

Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

Prerequisite: Program Admission, SURG 1010, SURG 1020
Corequisite: SURG 1100, SURG 2110, SURG 2120

SURG 2040 | SURGICAL PROCEDURES II (30-105-4)

Introduces the surgical specialties to include Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

Prerequisite: Program Admission, SURG 2030
Corequisite: SURG 2130, SURG 2140, SURG 2240

SURG 2110 | SURGICAL TECHNOLOGY CLINICAL I (0-135-3)

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.

Prerequisite: Program Admission,SURG 1010, SURG 1020
Corequisite: SURG 1100, SURG 2030, SURG 2110

SURG 2120 | SURGICAL TECHNOLOGY CLINICAL II (0-135-3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include scrubbing, gowning, gloving, and draping, assistance with patient care, processing of instruments and supplies, maintenance of a sterile field and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, 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.

Prerequisite: Program Admission, SURG 1010, SURG 1020
Corequisite: SURG 1100, SURG 2030, SURG 2110

SURG 2130 | SURGICAL TECHNOLOGY CLINICAL III (0-135-3)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include scrubbing, gowning, gloving, and draping, assistance with patient care, processing of instruments and supplies, maintenance of a sterile field and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, 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.

Prerequisite: Program admission, SURG 2110, SURG 2120
Corequisite: SURG 2040, SURG 2140, SURG 2240

SURG 2140 | SURGICAL TECHNOLOGY CLINICAL IV (30-105-4)

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.

Prerequisite: Program admission, SURG 2110, SURG 2120
Corequisite: SURG 2040, SURG 2130, SURG 2240

SURG 2240 | SEMINAR IN SURGICAL TECHNOLOGY (30-0-2)

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.

Prerequisite: Program admission, SURG 2110, SURG 2120
Corequisite: SURG 2040, SURG 2130, SURG 2140

Veterinary Technology

VETT 1060 ANIMAL ANATOMY AND PHYSIOLOGY (45-45-4)

Provides an overview of the functional anatomy and physiology of domestic animals commonly encountered in veterinary medicine. Topics include: musculoskeletal system, digestive system, cardiovascular system, integumentary system, hematopoietic system, respiratory system, urogenital system, nervous system, endocrine system and the special senses.

Prerequisite: Regular Admission
Co-requisites: Program Admission, BIOL 1111, BIOL 1111L

VETT 1107 INTRODUCTION TO EQUINE CARE (30-60-4)

This course will provide an introduction to equine care. Emphasis is placed on office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout. Topics include: office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout.

VETT 1108 INTRODUCTION TO CANINE CARE (30-60-4)

This course will provide an introduction to canine care. Emphasis is placed on office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout. Topics include: office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout.

VETT 1109 INTRODUCTION TO SMALL ANIMAL CARE (30-60-4)

This course will provide an introduction to small animal care. Emphasis is placed on office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout. Topics include: office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout.

VETT 1100 INTRODUCTION TO LARGE ANIMAL CARE (30-60-4)

This course will provide an introduction to large animal care. Emphasis is placed on office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout. Topics include: office procedures, care and nutrition, behaviors, handling and restraint, preventive medicine, and facilities design & layout.

Welding

WELD 1000 | INTRODUCTION TO WELDING TECHNOLOGY (45-45-4)

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, oxyacetylene welding, and welding career potentials.

WELD 1010 | OXYFUEL AND PLASMA CUTTING (45-45-4)

Co-requisite: WELD 1000 Introduction to Welding Technology Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include: metal heating and cutting techniques, manual and automatic oxyfuel cutting techniques, oxyfuel pipe cutting, plasma torch and theory, plasma machine set up and operation, and plasma cutting techniques.

Co-requisite: WELD 1000

WELD 1030 | BLUEPRINT READING FOR WELDING TECHNOLOGY (45-45-4)

Co-requisite: WELD 1000 Introduction to Welding Technology 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.

Co-requisite: WELD 1000

WELD 1040 | FLAT SHIELDED METAL ARC WELDING (45-45-4)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds.

Co-requisite: WELD 1000

WELD 1050 | HORIZONTAL SHIELDED METAL ARC WELDING (45-45-4)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

Prerequisite: WELD 1000

WELD 1060 | VERTICAL SHIELDED METAL ARC WELDING (45-45-4)

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.

Prerequisite: WELD 1000

WELD 1070 | OVERHEAD SHIELDED METAL ARC WELDING (45-45-4)

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.

Prerequisite: WELD 1000

WELD 1090 | GAS METAL ARC WELDING (45-45-4)

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices, GMAW theory, machines, and set up; transfer modes, wire selection, shielded gas selection, and GMAW joints in all positions.

Prerequisite: WELD 1000

WELD 1095 | ADVANCED GAS METAL ARC WELDING (30-45-3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas metal arc welding (GMAW). Qualification tests, in all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GMAW safety and health practices; shielding gases; metal cleaning procedures; GMAW machines and equipment set up; selection of filler rods; GMAW weld positions; and advanced production of GMAW beads, bead patterns, and joints.

Prerequisite: WELD 1000

WELD 1110 | GAS TUNGSTEN ARC WELDING (45-45-4)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the 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.

Co-requisite: WELD 1000
Prerequisite: *VECTR Students Only:* Completion of job shadowing requirement.

WELD 1120 | PREPARATION FOR INDUSTRIAL QUALIFICATION (45-45-4)

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

Prerequisite: WELD 1000

WELD 1150 | ADVANCED GAS TUNGSTEN ARC WELDING (30-45-3)

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices, shielding gases, metal cleaning procedures, GTAW machines and equipment set up, selection of filler rods, GTAW weld positions, and advanced production of GTAW beads, bead patterns, and joints.

Prerequisite: WELD 1000

WELD 1151 | FABRICATION PROCESSES (30-30-3)

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Prerequisite: WELD 1030

WELD 1152 | PIPE WELDING (30-75-4)

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on 45 degree angle pipe (6G).

Prerequisite: WELD 1000

WELD 1153 | FLUX CORED ARC WELDING (45-45-4)

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

Prerequisite: WELD 1000

WELD 1156 | ORNAMENTAL IRON WORKS (45-45-4)

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices, use of scroll machine, and use of bar twister.

Prerequisite: WELD 1000

WELD 1330 | METAL WELDING AND CUTTING TECHNIQUES (15-45-2)

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

Non-Credit Programs

ADULT EDUCATION

The Adult Education Division (AED) offers instruction for adults seeking to develop essential skills, prepare for High School Equivalency exams, strengthen personal character and family foundations, acquire the skills needed to thrive in today's workforce, improve their English language proficiency, or achieve Citizenship. AED programs enhance students' foundational education, critical thinking, digital literacy, soft skills, and industry-specific competencies, enabling success across various industries, regardless of their academic or career goals. AED provides flexible scheduling options, including morning, afternoon, evening, and online classes. Additionally, AED offers resources tailored for out-of-school youth, underemployed and unemployed adults, and reentry populations in Central Georgia.

Learning experiences are focused on streamlining adult education across systems to shorten the time between attaining a high school equivalency credential and a stackable college credential. High school equivalency options include the GED® Test, the HiSET® Exam, and the Career Plus High School Diploma.

Educational programs and services are accessible and flexible, responsive to students' individual needs, aligned with agencies to help students overcome barriers, and linked to building the workforce needed to support our community's economic and development plan.

For information on admissions requirements, locations, volunteer opportunities, news, and more, please visit **www.centralgatech.edu/adult-education**.

Programs and Services

Accelerating Opportunity

The Accelerating Opportunity (AO) program is designed to deliver a fast-paced learning experience for students. It offers a distinctive opportunity that seamlessly integrates preparation for the GED® Test and HiSET® Exam with coursework selected based on workforce demand. This allows students to earn a Technical Certificate of Credit (TCC) within one or two semesters. Comprehensive support services are provided for all students transitioning into college classes, including assistance with applications and admissions, preparation for entrance exams, financial aid guidance, registration, and career planning.

Career Plus High School Diploma

Career Plus High School Diploma program allows students (age 18 or older) to earn their high school equivalency by combining previously earned high school credits and completed portions of the GED® Test and HiSET® Exam with technical college credits.

Dual Achievement Program (DAP)

Dual Achievement Program (DAP) allows qualified students (age 16 to 21) to simultaneously earn a high school diploma and two technical certificates of credit, a technical diploma, or a college associate degree in a specific career pathway to meet high school graduation requirements.

English as a Second Language (ESL) & Integrated English Literacy and Civics Education (IELCE)

English as a Second Language (ESL) and Integrated English Literacy and Civics Education (IELCE) programs are designed for adults with limited or no English language proficiency. These classes offer not only English language instruction but also the essential skills needed for students to thrive and work in Georgia and pursue U.S. citizenship. A range of instruction levels is available, from basic literacy to advanced skills.

Integrated Education & Training (IET)

The Integrated Education and Training (IET) program prepares individuals to apply for, interview for, and obtain a sustainable career with a livable wage.

Test Preparation

Free Pre-GED® and GED®, pre-HiSET® and HiSET®, and ASVAB test preparation classes are offered. Students who have attained their GED® or HiSET® credentials during the academic year are invited to participate in the college's annual commencement ceremony in May of each year.

Youth Success Academy

Youth Success Academy (YSA) is a program for young adults ages 16 to 24. It provides a multi-layered, multi-leveled approach to delivering a thorough education and training opportunity to out-of-school Youth. YSA aims to provide job placement into a high-demand career field in Georgia.

Other Instruction

Additional instruction is available to support the review of fundamental skills, work ethics, soft skills, college and career readiness, and digital literacy. Adult Education students have the opportunity to enroll in short-term certification courses offered at no cost through CGTC's Office of Economic Development.

ECONOMIC DEVELOPMENT

CGTC's Office of Economic Development serves Georgia's new, expanding, and existing industries through the delivery of customized training and development of solutions to the challenges facing Georgia's businesses. We are especially focused on the development of a skilled workforce that will meet the needs of businesses in the communities CGTC serves.

Business and Industry Services

CGTC's Economic Development Division provides customized training, certification and licensure courses to support the workforce needs of business

and industry. The types of training delivered are wide-ranging and include Leadership and Professional Development, Computer and Information Technology, Health and Safety, and Technical Skills. Training programs may be tailored to each company's specific training requirements.

Training and meeting facilities can be rented to support meetings and company-led training efforts.

CGTC's Regional Safety Training Center delivers health and safety training to businesses in the central Georgia region.

www.centralgatech.edu/health-safety

Continuing Education

Lifelong learning opportunities are offered through a broad spectrum of non-credit courses, workshops, and seminars developed in response to input from individuals and the business community. The types of training delivered are wide-ranging and include Leadership and Professional Development, Computer and Information Technology, Health and Safety, and Technical Skills. Classes are available in person and online.

About CGTC

ABOUT CGTC

Mission Statement

Central Georgia Technical College, a unit of the Technical College System of Georgia, offers credit instruction, adult education, and customized business and industry training through traditional and distance education delivery designed to promote community and workforce development.

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:

- deliver globally competitive programs and services which promote open access points and student success;
- provide quality instruction through accessible programs and services;
- improve awareness of the received value and support for technical education, adult education, and economic and workforce development through expanded financial resources;
- provide quality business and industry training to build a competitive workforce and enhance the economic vitality of the communities served.

Vision

It is the vision of Central Georgia Technical College to lead a system of technical colleges in providing technical education, adult education, and customized business and industry training to meet the workforce needs of the future, focusing on preparation for emerging and transforming careers. CGTC will continuously infuse innovative technology and business practices into occupational and adult education, economic development workforce services, and student support services to remain responsive to the evolving needs of the communities we serve.

The College's challenging, personalized, web enhanced learning environment will continue to provide rigorous training opportunities of sound quality resulting in a well-qualified, highly trained, knowledgeable workforce.

Values

Integrity is an intrinsic value of Central Georgia Technical College. The College is committed to providing all stakeholders with equal access to quality programs and services that enhance student learning and success.

History

CGTC was officially established to conduct business by the State Board of the Technical College System of Georgia (TCSG) in September 2012, when the Board approved the consolidation of Middle Georgia Technical College (est. 1973) and Central Georgia Technical College (est. 1962). In June 2013, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board of Trustees approved CGTC's continuance as an accredited institution with Level I status, granting associate degrees. The consolidated College officially began doing business as Central Georgia Technical College on July 1, 2013.

CGTC serves eleven counties in Georgia: Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Monroe, Peach, Pulaski, Putnam, and Twiggs. Campuses are located in Warner Robins (Houston), Macon (Bibb), and Milledgeville (Baldwin). Instructional Centers are located in Eatonton (Putnam), Forsyth (Monroe), Gray (Jones), Hawkinsville (Pulaski), and Roberta (Crawford). Although assigned a specific service area by TCSG, CGTC offers distance education opportunities through on-line and blended/hybrid instruction.

The consolidated College operates 1,076,572 square feet of State owned or leased existing facility space.

CGTC offers associate degrees, diplomas, and technical certificates of credit in areas of Aerospace, Trade and Industry; Business and Computer Technologies; Health Sciences; Public Safety; Professional Services; General Education; General Studies. The College also offers continuing education classes and economic development services. CGTC, in the tradition of the individual Colleges, will continue to contribute to economic and workforce development throughout the State of Georgia.

Accreditation

Institutional Accreditation

Accreditation processes are coordinated by the Vice President for Institutional Effectiveness, who may be reached by calling (478) 757-3424. Complete information regarding CGTC's accreditation is available at **www.centralgatech.edu/accreditation**.

Central Georgia Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Central Georgia Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Central Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website at **www.sacscoc.org**.

Program Specific Accreditation

The Practical and Associate Nursing Programs at Central Georgia Technical College, located in Warner Robins, Georgia, are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404) 975-5000. . The most recent accreditation decision by the ACEN Board of Commissioners for the Practical and Associate Nursing Program is Initial Accreditation. View the public information disclosed

by the ACEN regarding this program at **http://www.acenursing.com/accreditedprograms/**.

The Automotive Technology programs are accredited by the ASE Education Foundation; a partnership of The National Institute for Automotive Service Excellence. **www.aseeducationfoundation.org/**

The Cardiovascular Technology programs (Invasive Cardiovascular Technology and Adult Echocardiography) are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, **http://www.caahep.org/**) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT, **http://www.jrccvt.org/**).

The Carpentry and Construction Management programs offered at Central Georgia Technical College are accredited by the National Center for Construction Education and Research (NCCER, **www.nccer.org/**).

The Cybersecurity program is designated as a National Center of Academic Excellence in Cyber Defense (CAE-CD) through 2028. Additional information is available at the National Security Agency/Central Security Service website for National Centers of Academic Excellence in Cybersecurity, **www.nsa.gov/Academics/**.

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The National Accrediting Agency for Clinical Laboratory Sciences can be contacted at 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119 or **www.naacls.org**.

The Dental Hygiene program is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of "approval without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: **http://www.ada.org/en/coda**.

The Electrical Systems Technology program is accredited by National Center for Construction Education and Research (NCCER). **www.nccer.org/**

The Legal Studies program is approved by the House of Delegates of the American Bar Association (ABA), upon recommendation of the Standing Committee on Paralegals. **www.americanbar.org/groups/**

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158 Clearwater, FL 33763 727-210-2350. To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 FAX 214-703-8992 (CoAEMSP) **www.coaemsp**.

The Pharmacy Technology Program is accredited by the American Society of Health-System Pharmacists (ASHP). **https://accreditation.ashp.org/directory/#/**

The Physical Therapist Assistant program at Central Georgia Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone 703-706-3245; email: accreditation@apta.org; website: **http://www.capteonline.org**.

The Polysomnography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG, **https://caahep-public-site-5be3d9.webflow.io/committees-on-accreditation/polysomnographic-technology**).

The Radiologic Technology programs on the Macon and Warner Robins Campuses are accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT, **http://www.jrcert.org/**). 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182 (312) 704-5300; email mail@jrcert.org.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, **http://www.caahep.org/**) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA, **https://arcstsa.org/**).

Full accreditation information can be found on the College's public website at **www.centralgatech.edu/about-cgtc/accreditation**.

Board of Directors

CGTC is governed by the State Board of the Technical College System of Georgia (TCSG). Established by the Georgia Legislature, the State Board members are appointed by the Governor. The State Board is responsible for establishing standards, regulations, and policies for the operation of TCSG's colleges. The State Board's roster, meeting dates, and meeting minutes are published at **www.tcsg.edu/about-tcsg/state-board**.

The powers of the State Board are established in O.C.G.A. § 20-4-11, to include the power to establish local Boards at each College. The local Board interprets State Board policies and procedures, and may establish local policies to guide the operation of CGTC. The local Board of Directors interprets State Board policies and provides supplemental policies to ensure that the needs of the citizenry, business, and industry in the CGTC's service area are met to the highest possible degree and in the most cost effective and efficient manner, within the guidelines of the policies and goals and objectives of the State Board of TCSG.

The guiding policies of the local Board, subject to change from time to time, shall be in accordance with the established objectives, the trusteeship to the public, and the policies of TCSG.

Advisory Committees

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. These committees provide advice for programs of study, make recommendations for improvement to meet employment standards within the occupation, and advise and assist in conducting community surveys, course planning, laboratory planning, recruitment of teachers, assistance to teachers, placement of students, and public relations.

COLLEGE DIVISIONS

Academic Affairs
The Office of Academic Affairs is responsible for all associate degree, diploma, and technical certificate credit academic programs, as well as campus libraries and student tutoring and academic support services. Evaluation of prior learning assessment and distance education services is also facilitated through this division.

Administrative Services
The Office of Administrative Services is responsible for management and operation of accounting, budgeting and financial reporting for the College; inventory and asset management; purchasing; and application of federal guidelines and regulations.

CGTC Foundation
The CGTC Foundation is a nonprofit, 501(c)3 organization that supports the College in its mission. 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 is governed by a local Board of Trustees, which cultivates and coordinates cash, grants and other funding, and property from industry, business, foundations, and friends of CGTC.

Child Development Centers
The Office of Administrative Services is responsible for overseeing the child development centers at the Warner Robins and Macon campuses. The Centers provide care for children 3-12 through before and after school programs and Georgia Lottery-funded pre-k classrooms. The Centers are Quality Rated by the Georgia Department of Early Care and Learning.

Human Resources
Human Resources, a division of Administrative Services, is responsible for the recruitment, onboarding, compensation and benefits, employee relations, labor law, and policy compliance for all college personnel.

Adult Education
The Office of Adult Education is responsible for adult basic education and literacy, English literacy and civics, test preparation, and the administration of the high school equivalency testing program. The Adult Education unit also manages the Accelerating Opportunity and Career + HSE program.

Economic Development
The Office of Economic Development is responsible for customized business and industry training programs, rental of meeting facilities, continuing education, and assisting with the development of local business and industry in the communities served by the College. This office also provides a connection between business and industry and the College to ensure academic training programs that benefit the local workforce.

Executive
Enrollment Services
The Office of Enrollment Services is responsible for student admissions and placement, financial aid services, dual enrollment and high school initiatives, marketing and public relations, student communications, and recruitment. The College's Communications Center is also within the Enrollment Services.

Facilities
The Facilities department oversees property expansion, construction, and renovation; facilities, grounds, and landscape maintenance; and custodial services.

GA VECTR Center
The Georgia Veterans Education Career Transition Resource (VECTR) Center Serves as Georgia's one-stop-shop for veterans, and their family members, who are seeking educational and employment assistance, accelerated training opportunities, and connection to the vital state and community resources required to transition from military service and successfully enter the civilian workforce.

Global Initiatives
The office of Global Initiatives directs the development and implementation of new educational and training partnership opportunities beyond the border of the United States. Additionally, this unit plans and oversees the College's Study Abroad programs.

Re-Entry Educational Programs
The Office of Re-entry Services Provides vocational training services at Georgia Department of Corrections facilities. Services are provided to offer offenders an opportunity to increase post-release employability through credit programs and the on-the-job training programs.

Satellite Operations
The Satellite Operations unit provides oversight, administration, and support to the Milledgeville campus and to instructional centers throughout the College's service delivery area.

Information Technology and Knowledge Management
Supports technology resources including audio-visual equipment, computer hardware and software, email, and telecommunications. This unit also maintains enterprise information systems, network infrastructure, and provides website and server administration.

Institutional Effectiveness

The Office of Institutional Effectiveness is responsible for coordination and oversight of a comprehensive cyclical evaluation and planning process that supports mission fulfillment, quality assurance, and adherence to accreditation principles. Research and evaluation responsibilities are conducted to support collegiate planning, faculty and staff development, grants, policy formation, and decision-making.

Office of the President

The Office of the President is responsible for supporting the educational, economic, and community development missions of the College. This office guides executive leadership to ensure that academic and technical education, student support services, business and industry services, continuing education, and adult education services are held to the highest standards.

Student Affairs

The Student Affairs Unit facilitates testing and assessment services; campus life programs; career services; student mental health counseling services, special populations services; beginning student advisement; and student conduct, appeals, and compliance. Campus food services and Titans athletics programs are housed within the Office of Student Affairs.

Campus Security

CGTC employees a POST Certified Police Department with presence on the Macon, Milledgeville, and Warner Robins campuses. The Security and Police Departments are responsible for campus security, campus visitor hospitality, and emergency and hazardous weather notifications.

Lost and Found

Location: Testing Center on the Warner Robins Campus, Macon Campus, or Milledgeville Campus
Due to health and sanitation concerns, items designated to contain food or drink are kept for three days, then discarded (coffee mugs, water bottles, lunchboxes, etc.). All other items, such as book bags, clothing, books, ID's, and other miscellaneous items are kept for 30 days. If the item is still unclaimed after 30 days, the item is donated or discarded as appropriate. Items deemed valuable are transferred to Campus Police.

DISCLOSURES

In accordance with the Higher Education Opportunity Act of 2008, CGTC provides certain information to the College community. This information is available online at **www.centralgatech.edu/ie/consumer-information**.

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; as such, students have the right to:

1. Inspect and review their education records; and
2. Request changes to their education records that they believe are inaccurate, misleading or in violation of the student's privacy rights; and
3. Consent to disclosure of personally identifiable information from their education records, except to the extent FERPA and 99.31 allows disclosure without consent; and
4. File a complaint with the Department of Education about the institution's alleged failure(s) to comply with FERPA under §99.63 and 99.64.

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.

Statement of Equal Opportunity

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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 Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive

Director for Athletics & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu. *(UTD:02/28/2025)*

TCSG Warranty

As a demonstration of our confidence in the quality of our technical college programs, the Technical College System of Georgia guarantees that every graduate of our technical college programs offering a technical certificate of credit, diploma, or associate degree has demonstrated the knowledge and skills, and can perform each competency as identified in the industry-validated standards. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate for tuition or instructional fees.

A warranty claim may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated standards, including failure to pass a State of Georgia required licensing examination or national licensing examination.

This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date. The warranty shall remain in effect for two years immediately following the date of graduation, and shall be honored by any technical college that offers the program from which the individual graduated. [TCSG Policy 5.1.7.]

Title VI Program Rights

Central Georgia Technical College gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. Title VI and related nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or limited English proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who desires more information regarding Central Georgia Technical College's Title VI program can contact its Title VI Coordinator, Cathy Johnson, at the address noted below.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level or limited English proficiency has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence to:

Cathy Johnson, Executive Director for Athletics and Compliance

Central Georgia Technical College
80 Cohen Walker Drive, A136
Warner Robins, GA 31088
Phone: (478) 218-3309
Fax: (478) 471-5197
Email: cajohnson@centralgatech.edu

CENTRAL GEORGIA TECHNICAL COLLEGE

WARNER ROBINS CAMPUS

80 Cohen Walker Drive
Warner Robins, GA 31088

CAMPUS LEGEND

A BUILDING

FIRST FLOOR:
Academic Affairs
Admissions
Auditorium
CARE Center
Career Services
Cashier
Financial Aid
Library
Testing Center
WIOA

SECOND FLOOR:
Administrative Offices
Adult Education Administration
General Education Classrooms

B BUILDING

Barbering
Business & Computer Technologies
Campus Police Office
Cosmetology
Dental Hygiene
Middle Georgia RESA Offices

C BUILDING

Academic Success Center
Aerospace, Trade & Industry
Counseling and Wellness
Special Populations & Disability Services
Student Center
Titans Café

D BUILDING

Maintenance and Facilities

E BUILDING

Bookstore
Business Office
CGTC Foundation Office
Human Resources

F BUILDING

Athletics

G BUILDING

Adult Education/ESL/ Civics
Campus Health Clinic
Campus Life
Larry Walker Arena
Wellness Center

H BUILDING

Economic Development

J GLYNN GREENWAY BUILDING

Criminal Justice
Early Childhood Care & Education
Science Labs

K BUILDING

Larry O'Neal Child Development Center

W HEALTH SCIENCES BUILDING

FIRST FLOOR:
Board Room & Conference Area
Physical Therapy
EMS Professions

SECOND FLOOR:
Medical Assisting
Radiologic Technology
Surgical Technology

THIRD FLOOR:
Science Labs
Medical Lab Technology
Hemodialysis
Nursing Programs - CNA/LPN/PN

Z WAREHOUSE

Shipping & Receiving

Atrium Health Field at the Roy H. "Sonny" Watson Wellness Complex
Disc Golf - Start of Course
Designated Smoking Areas

CENTRAL GEORGIA TECHNICAL COLLEGE

MACON CAMPUS

3300 Macon Tech Drive
Macon, GA 31206

CAMPUS LEGEND

A BUILDING
Administrative Offices
President's Office
Human Resources
Foundation

B BUILDING
CGTC Child Development Center
Cosmetology/ Barbering Services
Classrooms & labs

C BUILDING
Classrooms & labs

D BUILDING
Academic Success Center
Classrooms & labs

E BUILDING
Classrooms & labs

F BUILDING
Classrooms & labs

G BUILDING
Classrooms and labs
Vending Area
Wellness Center

H BUILDING
Auditorium
Health Sciences Classrooms & labs
Vending Area

I BUILDING
Arts and Sciences Classrooms & Labs
Campus Health Clinic
Center for Professional Development
Conference Area (Quads)
Economic Development
Library
Titans Café

J MELTON PALMER JR. BUILDING
Cashier's Office
Career Services
Enrollment Services
- Admissions
- Advisement
- Dual Enrollment
- Financial Aid

Professional Testing Center
Registrar
Vending Area

K BUILDING
Adult Education Program
High School Equivalency Programs

L BUILDING
Bookstore

N BUILDING
Charles H. Jones Advanced Technology Center

- Shipping and Receiving
- CGTC Campus Police/Public Safety (S)
- Public Parking (except where indicated)
- Restricted Parking
- Facilities Operations
- Bus Stops
- Child Development Center Playground
- Commercial Truck Driving Range
- Designated Smoking Areas

CENTRAL GEORGIA TECHNICAL COLLEGE

MILLEDGEVILLE CAMPUS

54 Highway 22 West
Milledgeville, GA 31061

CAMPUS LEGEND

A BUILDING

A WING:
Academic Success Center
Admissions
Career Services
Financial Aid
Student Center
Testing
Vending
Wellness Center

B WING:
Business and Computer Technologies

C WING:
Automotive Program and Lab
HVAC Program and Lab

D WING:
Adult Education Program
Barbering Program and Lab
Criminal Justice
Early Childhood Care and Education

E WING:
Cosmetology Program and Salon

H BUILDING

FIRST FLOOR:
Conference Center (Quads)
Executive Board Room
Economic Development
Vending
Technology Department

SECOND FLOOR:
Health Science Classrooms and Labs
Library
Student Area

THIRD FLOOR:
Health Sciences Classrooms and Labs
Science Labs
Vending
Student Area

● Designated Smoking Areas

CENTRAL GEORGIA
cgtc
TECHNICAL COLLEGE

WWW.CENTRALGATECH.EDU