Lanier Technical College

2018 - 2019

Catalog and Student Handbook



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Top Stories

- Download Lanier Tech's College Viewbook
- Download Lanier Tech's Student Resource Guide
- Sam Stone wins Dr. John B. O'Neal , III EMS Pioneer Award
- John Leverett is new Director of Motorsports Vehicle Technology
- Katie Ballard honored by Georgia's Senate and House
- SkillsUSA Competition held at College
- Lanier Tech Grad helps Daytona 500 Winning Team!
- Physical Therapist Assistant Information Sessions
- Newest iLeaders start leadership training.
- Rad Tech Info and Application Sessions
- ATL Boat Show hosts first-ever Boating Career Day
- Pennie Eddy named Instructor of the Year for 2018
- Chase Sweda Chosen as GOAL Winner

Resources

- Academic Calendar
- Student Activities Calendar
- Admissions Testing - ACCUPLACER
- BankMobile - Student Refund
- Book / Campus Store
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Upcoming Events

05/02/2019 - Work Opportunity Investment Act (WIOA) - Hall County [+]

Featured Programs



Motorsports Vehicle Technology

The Motorsports Vehicle Technology offers a blend of hands-on, trackside, and classroom training which prepares students to work in the challenging and rewarding fields of the Motorsport Industry. In our shop and classroom students learn all facets of racecar development including suspension set-up, fabrication, welding, machine tool, carbon fiber lay-up, engine builds and tuning, transmission and differential builds, general racecar repairs, testing procedures, racecar electronics, data acquisition, trackside procedures, and many other industry protocols.

Click here to learn more.



Radiologic Technology

The Radiologic Technology program is a sequence of courses that prepares students for positions in Radiologic 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 a Radiologic Technology Associate of Applied Science Degree, and are eligible to sit for the national certification exam to become a registered radiologic technologist. The exam is administered by the American Registry of Radiologic Technologist.

Click here to learn more.

Campuses / Contact Us / Directions

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Effective Dec. 3, 2018, Lanier Technical College's address will be: 2535 Lanier Tech Drive, Gainesville, GA 30507

Phone: 770-533-7000 | Fax: 770-531-6328

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or, Select 1st letter of Last Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

or, Search by Campus and / or Department

0 records found. Please provide a name or select a letter.

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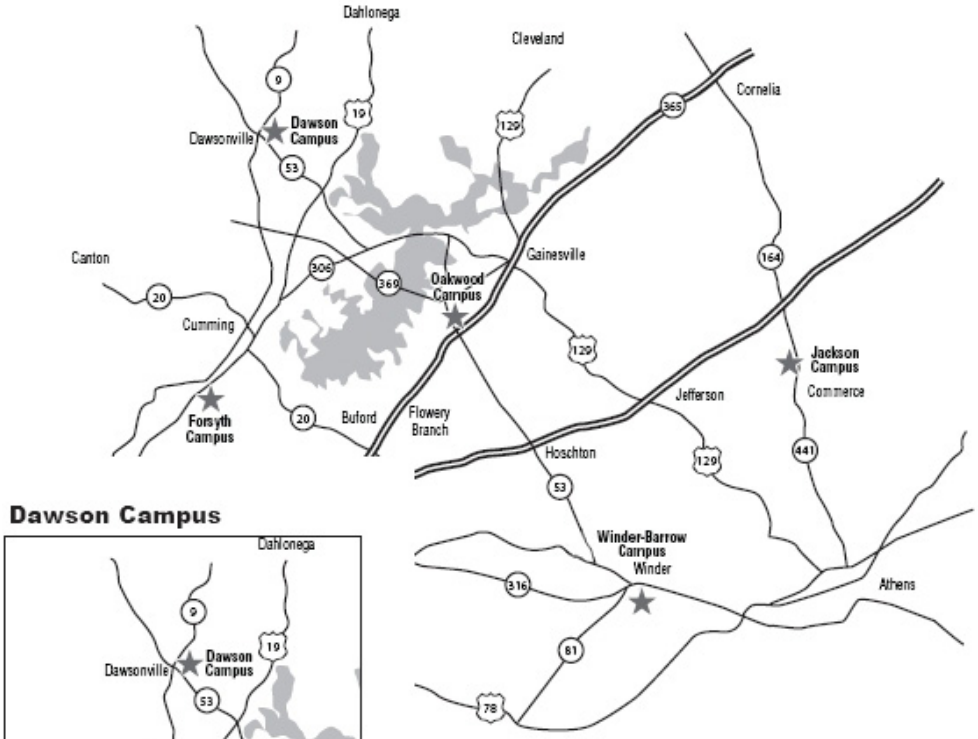
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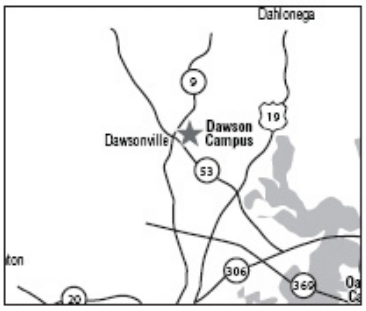
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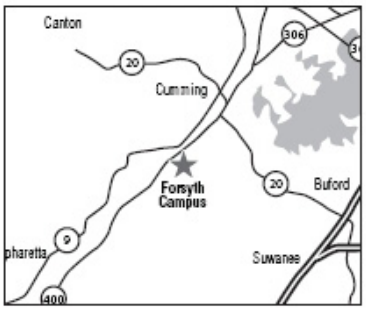
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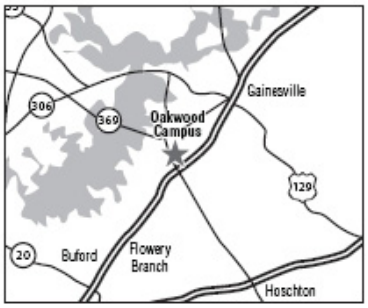
Dawson Campus



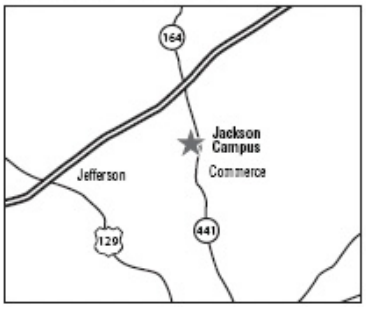
Forsyth Campus



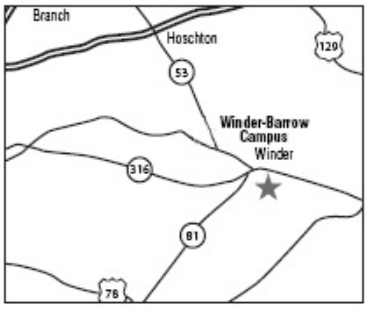
Oakwood Campus



Jackson Campus



Winder-Barrow Campus



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College Calendar

The College Calendar is your go-to source for key dates and deadlines each semester. You will find when you need to apply for each semester, when registration begins and ends, tuition and fees payment deadlines, the first and last days of each semester, final examination dates, holidays, graduation, and more. Refer to the College Calendar frequently as dates may change as new events are added or updates are made.

To view the College Calendar please visit: http://www.laniertech.edu/Academic-Calendar.aspx.

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ACCT 1100 back to top
Financial Accounting I
(4 credit/5 contact hours)
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105 back to top
Financial Accounting II
(4 credit/5 contact hours)
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

ACCT 1115 back to top
Computerized Accounting
(3 credit/5 contact hours)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120 back to top
Spreadsheet Applications
(4 credit/6 contact hours)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

ACCT 1125 back to top
Individual Tax Accounting
(3 credit/4 contact hours)
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 back to top
Payroll Accounting
(3 credit/4 contact hours)
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACCT 2000 back to top
Managerial Accounting
(3 credit/4 contact hours)
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 2100 back to top
Accounting Internship I
(4 credit/12 contact hours)
Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2110 back to top
Accounting Simulation
(3 credit/5 contact hours)
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

ACCT 2115 back to top
Bookkeeper Cert Review
(3 credit/4 contact hours)
Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

ACCT 2120 back to top
Business Tax Accounting
(3 credit/4 contact hours)
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2130 back to top
Integrated Acct Mgmt
(3 credit/4 contact hours)
Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACCT 2140 back to top
Legal Environment of Busn.
(3 credit/3 contact hours)
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACCT 2145 back to top
Personal Finance
(3 credit/3 contact hours)
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 2155 back to top
Principles Fraud Examination
(3 credit/3 contact hours)
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.

ACRP 1000 back to top
Intro/Auto Collision Repair
(4 credit/4.4 contact hours)
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 back to top
Auto Components Repair/Replace
(4 credit/6.94 contact hours)
This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

ACRP 1010 back to top
Foundations Collision Repair
(5 credit/9.33 contact hours)
This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

ACRP 1015 back to top
Fundamentals of Auto Welding
(4 credit/6 contact hours)
This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

ACRP 1017 back to top
Mech/Electrical Systems I
(4 credit/6 contact hours)
This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 back to top
Mech/Electrical Systems II
(5 credit/7.34 contact hours)
This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 2001 back to top
Intro Auto Paint/Refinishing
(5 credit/7.14 contact hours)
This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced.Spray gun types and basic operations will also be introduced.

ACRP 2002 back to top
Paint/Refinish Techniques
(5 credit/7.33 contact hours)
This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2009 back to top
Refinishing Internship
(2 credit/6 contact hours)
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.

AIRC 1005 back to top
Refrigeration Fundamentals
(4 credit/6 contact hours)
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 back to top
Refrigeration Prin/Practices
(4 credit/6 contact hours)
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020 back to top
Refrigeration Sys Components
(4 credit/6 contact hours)
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030 back to top
HVACR Electrical Fundamentals
(4 credit/6 contact hours)
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 back to top
HVACR Electrical Motors
(4 credit/6 contact hours)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 back to top
HVACR Electrical Comp/Controls
(4 credit/6 contact hours)
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060 back to top
AC System Applic/Installation
(4 credit/6 contact hours)

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 back to top
Gas Heat
(4 credit/6 contact hours)
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 back to top
Heat Pumps/Related Systems
(4 credit/6 contact hours)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090 back to top
Troubleshooting AC Systems
(4 credit/6 contact hours)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

AIRC 2500 back to top
HVACR Internship-Practicum
(4 credit/9 contact hours)
This course allows the student to gain real-world experience by working with a local industry in the appropriate field for a minimum of 135 hours during the term or, alternately, an equivalent number of hours on real-world projects at the college.

ALET 1390 back to top
Alternative Energy/Green Sys
(3 credit/4 contact hours)
This course introduces students to alternative energy and green technology systems. Topics include wind turbines, hydroelectrics, bio-fuels, environmental monitoring, solar power, fuel cells, inverters, electronic power monitoring devices, power control electronics, and green technologies.

ALHS 1010 back to top
Intro to Anatomy/Physiology
(4 credit/4 contact hours)
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 back to top
Structure/Function- Human Body
(5 credit/5 contact hours)
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 back to top
Introduction to Healthcare
(3 credit/5 contact hours)
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 1054 back to top
Spanish Allied Health Workers
(3 credit/3 contact hours)
An introduction to the Spanish language and Latino culture as applied to the allied health industry. Topics include: introductory conversational Spanish with an emphasis on allied health industry and on medical terminology vocabulary in the areas of Spanish verbs, nouns, and grammar, and understanding and appreciating aspects of Latino culture for more effective management. Additional concentration on completing physical assessments in Spanish and questioning of patients as to their health condition, needs, and concerns.

ALHS 1060 back to top
Diet & Nutrition for ALHS
(2 credit/2 contact hours)
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

ALHS 1090 back to top
Medical Terminology for ALHS
(2 credit/2 contact hours)
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 1113 back to top
Intro to Health Professions
(2 credit/2 contact hours)
This course introduces students to the roles of various members of the health care system, education requirements and issues affecting the delivery of care.

ALHS 1180 back to top
Cultural Diversity & Health
(3 credit/3 contact hours)
The course is designed to examine culture beliefs, values and attitudes influencing health care delivery systems. The concept of culture competency and its components are explored and strategies for appropriate intervention are provided. Models for culturally competent care are presented. Course content is designed for front line workers in any health care profession. Topics include cultural diversity and cultural competence.

AMCA 2110 back to top
CNC Fundamentals
(4 credit/6 contact hours)
Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

AMCA 2130 back to top
CNC Mill Manual Programming
(5 credit/7 contact hours)
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

AMCA 2150 back to top
CNC Lathe Manual Programming
(5 credit/7 contact hours)
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

AMCA 2170 back to top
CNC Practical Applications
(4 credit/7 contact hours)
Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC progamming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

AMCA 2190 back to top
CAD/CAM Programming
(4 credit/6 contact hours)
Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

ARTS 1101 back to top
Art Appreciation
(3 credit/3 contact hours)
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.

AUMF 1110 back to top
Flexible Manufacturing Syst I
(5 credit/5 contact hours)
This course provides instruction in manufacturing control process and work cell interfacing. Emphasis is placed on open and closed loop systems. Instruction is also given in the area of linear integrated circuits. Topics include process control, sensor and cell level interfacing, fluid level, pressure, and flow measurement, pneumatic controls, and human factors and safety.

AUMF 1150 back to top
Introduction to Robotics
(3 credit/5 contact hours)
Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AUMF 1210 back to top
Flexible Manufacturing Sys II
(5 credit/7 contact hours)
This course reviews flexible manufacturing system electrical, electronic and mechanical principles by providing opportunities to plan and prepare for constructing and operating an actual flexible automated

system. Emphasis is also placed on work cell design by allowing students to work in instructor-supervised teams assembling and operating automated production system cells. Topics include flexible system planning and preparation, work cell design, prototype or demonstration work cell operation, and work cell debugging and troubleshooting.

AUMF 2060 back to top
Work Cell Design Laboratory
(2 credit/3 contact hours)
Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include: work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

AUTT 1010 back to top
Auto Technology Introduction
(2 credit/3 contact hours)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1020 back to top
Auto Electrical Systems
(7 credit/16 contact hours)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1021 back to top
Automotive Electrical Sys I
(4 credit/9.12 contact hours)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

AUTT 1022 back to top
Automotive Electrical Sys II
(3 credit/6.78 contact hours)
Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.

AUTT 1030 back to top
Automotive Brake Systems
(4 credit/7 contact hours)
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 back to top
Auto Engine Performance
(7 credit/15 contact hours)
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

AUTT 1041 back to top
Automotive Engine Perf I
(3 credit/6.667 contact hours)
This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

AUTT 1042 back to top
Automotive Engine Perf II
(4 credit/8.66 contact hours)
This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

AUTT 1050 back to top
Auto Suspension Steering Sys
(4 credit/8 contact hours)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

AUTT 1060 back to top
Auto Climate Control Systems
(5 credit/7 contact hours)
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain

proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUTT 2010 back to top
Automotive Engine Repair
(6 credit/11 contact hours)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUTT 2011 back to top
Auto Engine Repair I
(3 credit/6 contact hours)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

AUTT 2012 back to top
Auto Engine Repair II
(3 credit/5.66 contact hours)
This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

AUTT 2020 back to top
Auto Manual Drive Train/Axle
(4 credit/7 contact hours)
This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

AUTT 2030 back to top
Auto Transmission Transaxle
(5 credit/9 contact hours)
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

AUTT 2100 back to top
Auto Alternative Fuel Vehicles
(4 credit/4.66 contact hours)
This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles.

AUTT 2110 back to top
Auto. Light Duty Diesel Engine
(6 credit/11.66 contact hours)
This course allows students in the auto service tech programs to learn about the basic systems and service procedures on modern light duty diesel vehicles. Topics covered include diesel engine operating principles and diagnostics; diesel fuel induction systems; diesel air induction systems; diesel exhaust and emissions systems; and basic preventive maintenance procedures followed for these types of vehicles in most service shops.

BIOL 1111 back to top
Biology I
(3 credit/3 contact hours)
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, biotechnology, and evolution. BIOL 1111L

BIOL 1111L back to top
Biology Lab I
(1 credit/3 contact hours)
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, biotechnology, and evolution. BIOL 1111

BIOL 2113 back to top
Anatomy & Physiology I
(3 credit/3 contact hours)
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body

organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems. BIOL 2113L, BIO 2113L

BIOL 2113L back to top
Anatomy & Physiology I Lab
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems. BIOL 2113

BIOL 2114 back to top
Anatomy & Physiology II
(3 credit/3 contact hours)
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system,and reproductive system. BIOL 2114L

BIOL 2114L back to top
Anatomy & Physiology II Lab
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system. BIOL 2114

BIOL 2117 back to top
Introductory Microbiology
(3 credit/3 contact hours)
Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease. BIOL 2117L

BIOL 2117L back to top
Introductory Microbiology Lab
(1 credit/3 contact hours)
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. BIOL 2117

BMET 1231 back to top
Med Equip Function/Oper I
(4 credit/6 contact hours)
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 back to top
Med Equip Function/Oper II
(4 credit/6 contact hours)
Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMET 2343 back to top
Internship Med Systems
(3 credit/7 contact hours)
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.

BUAS 1010 back to top
BAS Fundamentals
(2 credit/3 contact hours)
BAS Fundamentals provides an overview of the BAS industry in general. Topics include history, BAS manufacturers & contractors, industry scope & trends, careers in BAS, overview of point types, required skills, types of BAS systems, and general BAS architecture.

BUAS 1020 back to top
BAS Electrical Concepts
(3 credit/5 contact hours)
Introductory concepts of basic electricity to include metric units, scientific notation, atomic theory, charge, voltage, current, resistance, electromagnetism, conductors, insulators, electrical circuits, measurement devices, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, electrical energy, electrical power.

BUAS 1030 back to top
BAS Electrical Concepts II
(3 credit/5 contact hours)
This course continues the development of electrical fundamentals began in BAS Electrical Concepts I. Topics covered include power supplies, reactive electrical components, power distribution, circuit protection, electric motor theory, electric generator theory, types of electric motors, motor starters, switching devices, electrical symbols, pictorial diagrams, schematics, sequences of operation, and basic

electrical troubleshooting.

BUAS 1040 back to top
BAS Devices
(3 credit/5 contact hours)
This course will cover the major types of components found in BAS systems. Topics include standard I/O wiring, temperature devices, humidity devices, pressure devices, flow devices, life & equipment safety devices, actuators & dampers, control valves, power supply devices, transducers, relays & contactors, motor controls, enclosures, and power monitoring devices.

BUAS 1050 back to top
BAS Network Architecture
(3 credit/4 contact hours)
This course presents the fundamentals of BAS system network architecture. Topics include network fundamentals, standards, OSI model, IP protocol, network signal transmission, media, protocols, physical topologies, logical topologies, hardware, typical BAS networks, and typical BAS subnetworks.

BUAS 1060 back to top
BAS Advanced Elec. Concept
(3 credit/5 contact hours)
This course builds upon electrical concepts covered in BAS Electrical Concepts II. Topics include voltage dividers, DC voltage & current sources, simplification theorems, AC current & voltage, oscilloscope fundamentals, reactive components & reactive circuits, basic filters, ladder logic, and shop drawings.

BUAS 2010 back to top
BAS Comm HVAC/R & Controls
(3 credit/4 contact hours)
This course will introduce the student to the major types commercial HVAC/R systems and components, and the modern control theory associated with their proper functioning. Topics include psychrometrics, all-air systems, all-water systems, air & water systems, boilers, chillers, air-side devices, water-side devices, control theory, control system standards, and applied control theory.

BUAS 2020 back to top
BAS Logic/Programming
(4 credit/6 contact hours)
Introductory concepts of logic and programming are covered in this course. Topics include history of logic, logical form, truth tables, logical equivalences, rules of inference, conditionals, boolean expressions, logic gates, digital logic circuits, number systems, programming basics, object-oriented programming, data types, decision making, programming style, and an introduction to languages.

BUAS 2030 back to top
BAS Design/Installation
(4 credit/7 contact hours)
This course deals with how BAS systems are designed and properly installed and commissioned. Topics include BAS contracting, GA Lien Law, NEC code, low voltage contractor's license requirements, GA state & local codes, cabling practices, selecting device locations, network considerations, conduit requirements, developing a commissioning plan, and BAS system commissioning.

BUAS 2040 back to top
BAS Integration
(5 credit/7 contact hours)
This course investigates several BAS integration platforms present in the industry. Topics TCP/IP fundamentals, Modbus, Lonworks, BACnet, and Niagara AX.

BUAS 2050 back to top
BAS Internship
(3 credit/9 contact hours)
This course allows the student to gain real-
world experience by working with a local BAS company in the field for 8 hours per week, or alternatively, an equivalent number of hours on real-world automation projects at the college.

BUSN 1045 back to top
Managing Customer Relationship
(2 credit/2 contact hours)
This course introduces the basic customer service skills required to successfully interact with both internal and external customers. Topics include: quality service orientation, telephone service skills, customer interaction skills (level I), and customer interaction skills (level II).

BUSN 1190 back to top
Digital Technologies
(2 credit/3 contact hours)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1210 back to top
Electronic Calculators
(2 credit/3 contact hours)
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 1230 back to top

Legal Terminology
(3 credit/3 contact hours)
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 back to top
Office Procedures
(3 credit/4 contact hours)
Emphasizes essential skills required for the business office.

BUSN 1250 back to top
Records Management
(3 credit/4 contact hours)
Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts; Alphabetic, Numeric, Subject, and Geographic Filing; and Records Retention, Transfer, and Disposition of Records.

BUSN 1310 back to top
Intro to Business Culture
(3 credit/3 contact hours)
Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

BUSN 1400 back to top
Word Processing
(4 credit/6 contact hours)
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 back to top
Spreadsheet Concepts & Apps
(4 credit/6 contact hours)
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

BUSN 1420 back to top
Database Applications
(4 credit/6 contact hours)
This course covers the knowledge and skills to required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 1430 back to top
Desktop Pub/Presentation Apps
(4 credit/6 contact hours)
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 back to top
Document Production
(4 credit/7 contact hours)
PREREQUISITE: BUSN 1100 OR THE ABILITY TO KEY 25 GWAM (gross words a minute) ON 3-MINUTE TIMINGS WITH NO MORE THAN 3 ERRORS. Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUSN 2160 back to top
Electronic Mail Applications
(2 credit/3 contact hours)
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

BUSN 2190 back to top
Bus Doc Proofreading/Editing
(3 credit/4 contact hours)
Emphasizes proper proofreading and editing for business documents. Topics include: applying

proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2200 back to top
Office Accounting
(4 credit/5 contact hours)
Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

BUSN 2210 back to top
Applied Office Procedures
(3 credit/5 contact hours)
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUSN 2340 back to top
Healthcare Admin Procedures
(4 credit/6 contact hours)
Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant*s role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

CARP 1000 back to top
Fundamental Carpentry Skills
(3 credit/4 contact hours)
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.

CARP 1015 back to top
Structural Framing I
(3 credit/4 contact hours)
Structural Framing describes the layout and construction procedures for floor, wall, and stair 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.

CARP 1020 back to top
Structural Framing II
(3 credit/4 contact hours)
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.

CARP 1025 back to top
Intermediate Carpentry Techniq
(5 credit/7 contact hours)
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.

CARP 1035 back to top
Advanced Carpentry I
(5 credit/7 contact hours)
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.

CARP 1055 back to top
Advanced Carpentry II
(4 credit/6 contact hours)
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.

CARP 1056 back to top
Advanced Commercial Carpentry
(4 credit/6 contact hours)
Advanced Commercial Carpentry contains the culmination of skills needed to be a journeyman commercial carpenter. Topics in this course include rigging equipment and practices, advanced roof systems, introduction to welding, commercial finish work, and crew leader skills.

CCMN 1050 back to top
Commercial Building Code
(2 credit/2 contact hours)
This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types,

fire resistance, means of egress, structural loading, and construction materials.

CCMN 1060 back to top
Construction Estimating I
(4 credit/5 contact hours)
This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

CCMN 2010 back to top
Construction Law
(3 credit/3 contact hours)
This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

CCMN 2040 back to top
Construction Project Mgmt
(4 credit/4 contact hours)
This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.

CHEM 1151 back to top
Survey of Inorganic Chemistry
(3 credit/3 contact hours)
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry. CHEM 1151L

CHEM 1151L back to top
Survey of Inorganic Chem Lab
(1 credit/3 contact hours)
Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry. CHEM 1151

CHEM 1152 back to top
Survey Organic & Biochemistry
(3 credit/3 contact hours)
Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism. CHEM 1152L

CHEM 1152L back to top
Survey Org Chem/Biochem Lab
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism. CHEM 1152

CHEM 1211 back to top
Chemistry I
(3 credit/3 contact hours)
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws. CHEM 1211L

CHEM 1211L back to top
Chemistry Lab I
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws. CHEM 1211

CHEM 1212 back to top
Chemistry II
(3 credit/3 contact hours)
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry. CHEM 1212L

CHEM 1212L back to top
Chemistry Lab II
(1 credit/3 contact hours)
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. CHEM 1212

CIST 1001 back to top
Computer Concepts
(4 credit/6 contact hours)
Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

CIST 1102 back to top
Keyboarding
(2 credit/5 contact hours)
CIST1102 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 GWAM (gross words a minute).

CIST 1122 back to top
Hardware Install/Maintenance
(4 credit/7 contact hours)
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

CIST 1130 back to top
Operating Systems Concepts
(3 credit/5 contact hours)
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 1220 back to top
Structured Query Language
(4 credit/7 contact hours)
Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

CIST 1305 back to top
Program Design & Development
(3 credit/4 contact hours)
An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

CIST 1401 back to top
Comp Networking Fundamentals
(4 credit/6 contact hours)
Introduces networking technologies and prepares students to take the CompTIA*s broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

CIST 1510 back to top
Web Development I
(3 credit/4 contact hours)
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520 back to top
Scripting Technologies
(3 credit/4 contact hours)
Students learn how to use the features and structure of a client side scripting language. Students will also explore the features on server side scripting. Students will develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

CIST 1530 back to top
Web Graphics I
(3 credit/4 contact hours)
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 techiques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1540 back to top
Web Animation I
(3 credit/4 contact hours)
In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

CIST 1601 back to top
Info Security Fundamentals
(3 credit/4 contact hours)
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 1602 back to top
Security Policies & Procedures
(3 credit/3 contact hours)
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 2114 back to top
Fundamentals of Wireless LANs
(4 credit/6 contact hours)
This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a, 802.11b, 802.11g, and 802.11n technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, WPA, WPA2; and Vendor interoperability strategies.

CIST 2129 back to top
Comp Database Techniques
(4 credit/7 contact hours)
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 2222 back to top
Admin Microsoft SQL Server
(4 credit/4 contact hours)
Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

CIST 2311 back to top
Visual Basic I
(4 credit/7 contact hours)
Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsofts Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2351 back to top
PHP Programming I
(4 credit/7 contact hours)
An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2371 back to top
Java Programming
(4 credit/7 contact hours)
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student*s programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2381 back to top
Mobile Application Development
(4 credit/6 contact hours)
This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

CIST 2411 back to top
Microsoft Client

(4 credit/6 contact hours)
Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 back to top
MS Server Directory Services
(4 credit/6 contact hours)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

CIST 2413 back to top
MS Server Infrastructure
(4 credit/6 contact hours)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2414 back to top
MS Server Administrator
(4 credit/6 contact hours)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

CIST 2431 back to top
UNIX/LINUX Introduction
(4 credit/6 contact hours)
This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2432 back to top
UNIX/LINUX Server
(4 credit/6 contact hours)
This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

CIST 2433 back to top
UNIX/LINUX Advanced Server
(4 credit/6 contact hours)
This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

CIST 2434 back to top
UNIX/LINUX Scripting
(4 credit/6 contact hours)
Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

CIST 2441 back to top
Network Home/Sm Business
(4 credit/6 contact hours)
This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

CIST 2451 back to top
Cisco Introduction to Networks
(4 credit/6 contact hours)
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

CIST 2452 back to top

Routing / Switching Essentials
(4 credit/6 contact hours)
The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

CIST 2453 back to top
Cisco Scaling Networks
(4 credit/6 contact hours)
The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

CIST 2454 back to top
Connecting Networks
(4 credit/6 contact hours)
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

CIST 2471 back to top
Implementing IP Routing
(4 credit/6 contact hours)
Teaches students how to implement, monitor, and maintain routing services in an enterprise network. The course covers how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4/IPv6 environments. The course includes configuration of secure routing solutions. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2472 back to top
Implementing IP Switching
(4 credit/6 contact hours)
Teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. The course covers how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2473 back to top
Maintaining/Tlbshooting IP Net
(4 credit/6 contact hours)
Teaches students how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance as well as support and troubleshooting using technology-based process and best practices based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

CIST 2510 back to top
Web Technologies
(3 credit/4 contact hours)
In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

CIST 2531 back to top
Web Graphics II
(3 credit/4 contact hours)
Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

CIST 2541 back to top
Web Animation II
(3 credit/4 contact hours)
In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

CIST 2550 back to top
Web Development II
(3 credit/4 contact hours)
Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

CIST 2560 back to top
Web Application Programming
(4 credit/6 contact hours)
CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

CIST 2570 back to top
Open Source Web App Prog I
(4 credit/6 contact hours)
CIST 2570 explores open source W3C programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

CIST 2601 back to top
Implenting Op System Security
(4 credit/6 contact hours)
This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

CIST 2602 back to top
Network Security
(4 credit/6 contact hours)
This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

CIST 2611 back to top
Network Defense
(4 credit/6 contact hours)
Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

CIST 2612 back to top
Computer Forensics
(4 credit/6 contact hours)
This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

CIST 2710 back to top
2D Computer Animation
(3 credit/4 contact hours)
This course covers the fundamental ideas and principles of 2-dimensional form and animation. Emphasis on basic design concepts, pictorial composition, color theory, vocabulary, media and processes that allow for the creation of 2D animations that are specifically Web ready. Topics covered include (but are not limited to) principles and techniques of motion graphics, graphic files types, frame-by frame animation, tweened animation and if the software used permits, combining a scripting language with animation.

CIST 2730 back to top
Intro to 3D Animation
(4 credit/6 contact hours)
This course is an introduction to the creation and manipulation of 3D objects. Topics include 3D types and tools, 3D objects, and inverse kinematics.

CIST 2733 back to top
3D Graphics for Gaming I
(4 credit/6 contact hours)
This course covers the creation and manipulation of 3D objects and animations in an actual 3D game engine using the latest in industry standard or open source software. Topics covered include graphic types, organizational methods, drawing tools, object modeling, character rigging, bones, nurb manipulation and normal mapping.

CIST 2921 back to top
IT Analysis & Design
(4 credit/7 contact hours)
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 database.

CIST 2950 back to top
Web Systems Projects
(3 credit/5 contact hours)
CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

CIST 2991 back to top

CIST Internship I
(3 credit/9 contact hours)
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. To attain additional internship credit hours, the student can take CIST2992 (4 credit hours) and/or CIST2993 (5 credit hours).

CLBT 1010 back to top
Intro Clinical Lab Technology
(2 credit/4 contact hours)
Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

CLBT 1030 back to top
Urinalysis/Body Fluids
(2 credit/4 contact hours)
Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

CLBT 1040 back to top
Hematology/Coagulation
(5 credit/9 contact hours)
Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dycrasias, safety and quality control, and process improvement.

CLBT 1050 back to top
Serology/Immunology
(3 credit/5 contact hours)
Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement.

CLBT 1060 back to top
Immunohemotology
(4 credit/8 contact hours)
Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

CLBT 1070 back to top
Clinical Chemistry
(4 credit/8 contact hours)
Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

CLBT 1080 back to top
Microbiology
(5 credit/10 contact hours)
Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

CLBT 2090 back to top
Phleb/Urinaly/Serology Practic
(3 credit/9 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2100 back to top
Clinical Immunohematology Prac
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen processing; slide and tube

immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2110 back to top
Clin Hema/Coagulation Practic
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2120 back to top
Clinical Microbio Practicum
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2130 back to top
Clinical Chemistry Practicum
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2200 back to top
CLT Certification Review
(2 credit/4 contact hours)
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.

COFC 1080 back to top
Construction Trades Core
(4 credit/5 contact hours)
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.

COMP 1000 back to top
Intro to Computer Literacy
(3 credit/4.332 contact hours)
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.

COSM 1000 back to top
Intro to Cosmetology Theory
(4 credit/4 contact hours)
Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

COSM 1010 back to top
Chemical Texture Services
(3 credit/6 contact hours)
Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

COSM 1020 back to top
Hair Care & Treatment
(3 credit/5 contact hours)
Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 back to top
Haircutting
(3 credit/7 contact hours)
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 back to top
Styling
(3 credit/6 contact hours)
Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 back to top
Hair Color
(3 credit/6 contact hours)
Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

COSM 1060 back to top
Fundamentals of Skin Care
(3 credit/7 contact hours)
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070 back to top
Nail Care & Adv. Techniques
(3 credit/7 contact hours)
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 back to top
Physical Hair Svcs Practicum
(3 credit/7 contact hours)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 back to top
Hair Services Practicum I
(3 credit/7 contact hours)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 back to top
Hair Services Practicum II
(3 credit/7 contact hours)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 back to top
Hair Services Practicum III

(3 credit/7 contact hours)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 back to top
Hair Services Practicum IV
(2 credit/6 contact hours)
N/A

COSM 1120 back to top
Salon Management
(3 credit/3 contact hours)
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 back to top
Skin & Nail Care Practicum
(2 credit/6 contact hours)
N/A

CRJU 1010 back to top
Intro to Criminal Justice
(3 credit/3 contact hours)
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 1021 back to top
Private Security
(3 credit/3 contact hours)
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

CRJU 1030 back to top
Corrections
(3 credit/3 contact hours)
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040 back to top
Principles of Law Enforcement
(3 credit/3 contact hours)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJU 1050 back to top
Police Patrol Operations
(3 credit/3 contact hours)
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

CRJU 1052 back to top
Criminal Justice Admin
(3 credit/3 contact hours)
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1054 back to top
Police Officer Survival
(3 credit/3 contact hours)
This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

CRJU 1056 back to top
Police Traffic Cont/Investig

(3 credit/3 contact hours)
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJU 1062 back to top
Methods/Criminal Investigation
(3 credit/3 contact hours)
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1065 back to top
Community-Oriented Policing
(3 credit/3 contact hours)
Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

CRJU 1068 back to top
Criminal Law/Criminal Justice
(3 credit/3 contact hours)
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1074 back to top
Applications/Intro Forensics
(3 credit/3 contact hours)
This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

CRJU 1075 back to top
Report Writing
(3 credit/3 contact hours)
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 back to top
Ethics/Cultural Criminal Justi
(3 credit/3 contact hours)
This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJU 2020 back to top
Constitutional Law for CRJU
(3 credit/3 contact hours)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 back to top
Intro to Criminal Procedures
(3 credit/3 contact hours)
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2060 back to top
Criminology
(3 credit/3 contact hours)

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

CRJU 2070 back to top
Juvenile Justice
(3 credit/3 contact hours)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJU 2090 back to top
Criminal Justice Practicum
(3 credit/9 contact hours)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2201 back to top
Criminal Courts
(3 credit/3 contact hours)
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.

CSSP 1020 back to top
CNTRL STERILE SUP PROC PRAC I
(6 credit/18 contact hours)
This course complements CSSP 1010 Central Sterile Supply Processing Technican, and together with CSSP 1022 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CSSP 1022 back to top
CNTRL STERILE SUP PROC PRAC II
(5 credit/15 contact hours)
This course complements CSSP 1010 Central Sterile Supply Processing Technican, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CTDL 1010 back to top
Fund of Commercial Driving
(3 credit/3 contact hours)
Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020 back to top
Combo Veh Basic Ops/Range Work
(2 credit/3.066 contact hours)
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.

CTDL 1030 back to top
Combo Veh Advanced Operations
(4 credit/7.333 contact hours)
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 trailer safely on public roads through a variety of maneuvers.

CTDL 1040 back to top
Commercial Driving Internship
(4 credit/12 contact hours)
Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students' driving skills. Each studunt must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

CUUL 1000 back to top
Fundamentals of Culinary Arts
(4 credit/5 contact hours)
Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit de corps. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service

organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 back to top
Culinary Safety & Sanitation
(2 credit/3 contact hours)
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 back to top
Principles of Cooking
(6 credit/12 contact hours)
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.

CUUL 1122 back to top
Foundations of Cooking Princip
(3 credit/6 contact hours)
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.

CUUL 1124 back to top
Foundations of Cooking Techniq
(3 credit/6 contact hours)
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 and student experimentation parallel class work. Course Capstone is based on The American Culinary Federations Certification: Certified Culinarian written and practical exams.

CUUL 1129 back to top
Fund. of Restaurant Operations
(4 credit/7 contact hours)
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.

CUUL 1170 back to top
Intro. to Culinary Nutrition
(3 credit/3 contact hours)
This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.

CUUL 1220 back to top
Baking Principles
(5 credit/9 contact hours)
Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; and preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1320 back to top
Garde Manger
(4 credit/9 contact hours)
Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats

and terrines. Laboratory practice parallels class work.

CUUL 1370 back to top
Culinary Nutrition/Menu Devt
(3 credit/6 contact hours)
This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUUL 1420 back to top
Marketing & Customer Service
(3 credit/3 contact hours)
This course focuses on skills necessary to promote sales and incorporate strategies to meet customer needs.

CUUL 2130 back to top
Culinary Practicum
(6 credit/16 contact hours)
This course familiarizes students with the principles and methods of sound decision making in the hospitality industry and provides them with the opportunity to gain management/supervisory experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include restaurant management/on-off premise, catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

CUUL 2140 back to top
Adv. Baking/Intl. Cuisine
(6 credit/12 contact hours)
This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery, and nutrition. Laboratory practice parallels class work. ***Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

CUUL 2160 back to top
Contemporary Cuisine
(4 credit/9 contact hours)
This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

CUUL 2170 back to top
American Regional Cuisine
(3 credit/6 contact hours)
This course emphasizes the terms, concepts, and methods central to American Cuisine food preparation. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen aromatics, regional cooking principles and history, and methods of American regional food preparation. Laboratory demonstrations and student experimentation parallel class work

CUUL 2190 back to top
Prin. of Culinary Leadership
(3 credit/3 contact hours)
Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in 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 leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

CUUL 2250 back to top
Adv. Baking Principles
(6 credit/12 contact hours)
Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include: Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels class work.

DENA 1010 back to top
Basic Human Biology
(1 credit/1 contact hours)
Focuses on basic normal structure and function of the human body with an emphasis on organ systems.

Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

DENA 1030 back to top
Preventive Dentistry
(2 credit/3 contact hours)
Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

DENA 1050 back to top
Microbiology Infection Control
(3 credit/4 contact hours)
Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; bodys defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DENA 1070 back to top
Oral Pathology/Therapeutics
(2 credit/2 contact hours)
Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications.

DENA 1080 back to top
Dental Anatomy
(5 credit/5 contact hours)
Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.

DENA 1090 back to top
Dental Assisting NBE Prep
(1 credit/1 contact hours)
Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.

DENA 1340 back to top
D A I - General Chairside
(6 credit/9 contact hours)
Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

DENA 1350 back to top
D A II-Dental Spec/EFDA Skills
(7 credit/10 contact hours)
Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.

DENA 1390 back to top
Dental Radiology
(4 credit/5 contact hours)
After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

DENA 1400 back to top
Dental Practice Mgmt
(2 credit/3 contact hours)
Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

DENA 1460 back to top
Dental Practicum I
(1 credit/3 contact hours)
Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

DENA 1470 back to top
Dental Practicum II
(1 credit/3 contact hours)
Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

DENA 1480 back to top
Dental Practicum III
(5 credit/15 contact hours)
Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.

DFTG 1015 back to top
Practical Math/Drafting Tech
(3 credit/3 contact hours)
This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101 back to top
CAD Fundamentals
(4 credit/6 contact hours)
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 back to top
Multiview/Basic Dimensioning
(4 credit/6 contact hours)
Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 back to top
3D Mechanical Drawing
(4 credit/6 contact hours)
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 back to top
Adv. Dimensioning/Sect. Views
(4 credit/6 contact hours)
Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109 back to top
Auxiliary Views/Surface Dev.
(4 credit/6 contact hours)
Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111 back to top
Fasteners
(4 credit/6 contact hours)
This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113 back to top
Assembly Drawings
(4 credit/6 contact hours)
Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125 back to top
Architectural Fundamentals
(4 credit/6 contact hours)
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127 back to top
Architectural 3D Modeling
(4 credit/6 contact hours)
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to

create 3D models and presentation/constructions drawings.

DFTG 1129 back to top
Residential Drawing I
(4 credit/6 contact hours)
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1131 back to top
Residential Drawing II
(4 credit/6 contact hours)
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1133 back to top
Commercial Drawing I
(4 credit/6 contact hours)
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

DFTG 2010 back to top
Engineering Graphics
(4 credit/6 contact hours)
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

DFTG 2020 back to top
Visualization & Graphics
(3 credit/7 contact hours)
This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

DFTG 2030 back to top
Adv 3D Modeling Architectural
(4 credit/7 contact hours)
In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

DFTG 2040 back to top
Adv. 3D Modeling Mechanical
(4 credit/7 contact hours)
In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multibody parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2110 back to top
Print Reading I
(2 credit/3 contact hours)
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2120 back to top
Print Rdg/Architechture
(3 credit/3 contact hours)
This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

DFTG 2130 back to top
Manual Drafting Fundamentals
(2 credit/3 contact hours)
This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.

DFTG 2210 back to top
Print Reading II
(2 credit/3 contact hours)
This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

DFTG 2300 back to top

Drafting Pract/Internship III
(3 credit/9 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2400 back to top
Drafting Pract/Internship IV
(4 credit/12 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2500 back to top
Drafting Exit Review
(3 credit/9 contact hours)
Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

DFTG 2600 back to top
Drafting Pract/Internship VI
(6 credit/18 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DHYG 1000 back to top
Tooth Anatomy/Root Morphology
(2 credit/2 contact hours)
Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

DHYG 1010 back to top
Oral Embryology/Histology
(1 credit/1 contact hours)
Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

DHYG 1020 back to top
Head & Neck Anatomy
(2 credit/2 contact hours)
Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

DHYG 1030 back to top
Dental Materials
(2 credit/3 contact hours)
Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student*s ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

DHYG 1040 back to top
Preclinical Dental Hygiene
(2 credit/2 contact hours)
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

DHYG 1050 back to top
Preclinical Dental Hygiene Lab
(2 credit/6 contact hours)
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

DHYG 1070 back to top
Radiology Lecture
(2 credit/2 contact hours)
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

DHYG 1090 back to top
Radiology Lab
(1 credit/3 contact hours)
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

DHYG 1110 back to top
Clinical Dental Hygiene I
(2 credit/2 contact hours)
Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

DHYG 1111 back to top
Clinical Dental Hygiene I Lab
(3 credit/9 contact hours)
Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

DHYG 1130 back to top
Microbio Infection Control
(3 credit/4 contact hours)
Provides students with a foundation in basic microbiology, with emphasis on microbial form and function. Topics include: introduction to microorganisms; microbial physiology, metabolism and genetics; control of microorganisms; infection and host response; and microbial, viral, and parasitic diseases of human organ systems.

DHYG 1206 back to top
Pharmacology & Pain Control
(3 credit/3 contact hours)
Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and pain control.

DHYG 2010 back to top
Clinical Dental Hygiene II
(2 credit/2 contact hours)
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants, scaling, debridement and root planing; ultrasonics and air polishing and dietary analysis.

DHYG 2020 back to top
Clinical Dental Hygiene II Lab
(2 credit/6 contact hours)
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planing; ultrasonics and air polishing; dietary analysis, and applied techniques.

DHYG 2050 back to top
Oral Pathology
(3 credit/3 contact hours)
Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include: terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

DHYG 2070 back to top
Community Dental Health
(3 credit/5 contact hours)
Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community, by meeting specific dental health needs of community groups. Topics include: epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

DHYG 2080 back to top
Clinical Dental Hygiene III
(2 credit/2 contact hours)
Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

DHYG 2090 back to top
Clinical Dental Hyg III Lab
(4 credit/12 contact hours)
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

DHYG 2105 back to top
Nutrition
(1 credit/1 contact hours)
Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHYG 2110 back to top
Biochemistry Nutrition
(3 credit/3 contact hours)
Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHYG 2130 back to top
Clinical Hygiene IV Lecture
(2 credit/2 contact hours)
Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

DHYG 2140 back to top
Clinical Dental Hygiene IV Lab
(4 credit/12 contact hours)
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

DHYG 2200 back to top
Periodontology
(3 credit/3 contact hours)
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.

DIET 1000 back to top
Intro-Diesel Tech Tools Safety
(3 credit/5.2 contact hours)
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 back to top
Diesel Electrical, Elec Syst
(7 credit/13.933 contact hours)
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.

DIET 1011 back to top
Diesel Electrical, Elec Syst I
(4 credit/7.6 contact hours)
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.

DIET 1012 back to top
Diesel Electrical, Elec Sys II
(3 credit/6.2 contact hours)
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.

DIET 1020 back to top
Preventive Maintenance
(5 credit/8 contact hours)
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.

DIET 1030 back to top
Diesel Engines
(6 credit/13 contact hours)
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.

DIET 1031 back to top
Diesel Engine Repair
(3 credit/6.2 contact hours)
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.

DIET 1032 back to top
Diesel Engine Support Systems
(3 credit/6.666 contact hours)
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 back to top
Diesel Truck, Heavy Equip HVAC
(3 credit/5.933 contact hours)
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.

DIET 2000 back to top
Truck Steering Suspension Syst
(4 credit/6.733 contact hours)
This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

DIET 2001 back to top
Heavy Equipment Hydraulics
(6 credit/11.133 contact hours)
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 2002 back to top
Diesel Power Gen-Basic Fund
(6 credit/12.2 contact hours)
This course introduces AC voltage concepts, AC sychronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

DIET 2003 back to top
Marine Auxiliary Systems
(6 credit/10.4 contact hours)
This course introduces mechanical and electrical systems on diesel powered pleasure and commercial vessels. The course will also cover marine engine installation, fuel and water systems, and other specialized marine systems installation and design.

DIET 2010 back to top
Truck Brake Systems
(4 credit/8.467 contact hours)
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.

DIET 2011 back to top
Off Road Drivelines
(6 credit/10.8 contact hours)
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.

DIET 2012 back to top
Diesel Power Gen Ctrls, Switch
(6 credit/12.267 contact hours)
This course introduces control systems and protection devices utilized for electrical power generators.

Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventiliation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

DIET 2013 back to top
Marine Drive Systems
(6 credit/10.467 contact hours)
This course will cover the operation, maintenance and repair of marine transmissions, electric drives, thruster systems, and other shipboard gearing units such as winches and stern drives.

DIET 2020 back to top
Truck Drive Trains
(4 credit/6.6 contact hours)
This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

DIET 2140 back to top
Intro to Mobile Temp Ctrl
(3 credit/3 contact hours)
This course introduces the basic fundamentals of mobile refrigeration, installation procedures, and service and repair of mobile temperature control units.

DIET 2141 back to top
Transport Temp Ctrl Cert
(3 credit/3 contact hours)
Introduces the service technician certification process and the features and benefits of certification.

DIET 2145 back to top
Refrig Transport Unit & Compon
(4 credit/6 contact hours)
This course introduces advanced installation, service, and repair procedures of transportation refrigeration systems.

DIET 2146 back to top
Refrig Unit Drive & Ctrls
(4 credit/6 contact hours)
This course introduces advanced installation, service, and repair procedures, for refrigeration unit drives and controls.

DMPT 1000 back to top
Introduction to Design
(4 credit/6 contact hours)
Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography

DMPT 1005 back to top
Vector Graphics
(4 credit/6 contact hours)
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 back to top
Raster Imaging
(4 credit/6 contact hours)
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 1015 back to top
Drawing
(4 credit/6 contact hours)
Introduces beginning student to basic drawing techniques. Student will complete drawings using various techniques and media.

DMPT 1020 back to top
Intro to Photography
(4 credit/6 contact hours)
Introduces student to an overview of photography. Students will be introduced to parts of a camera, photography processes and lighting setup, and will complete various projects using a camera.

DMPT 1025 back to top
Production Photography
(4 credit/6 contact hours)
Introduces student to an overview of photography. Students will be introduced to parts of a camera, photography processes and lighting setup, and will complete various projects using a camera.

DMPT 1055 back to top
Intro to Media Production
(4 credit/6 contact hours)
Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software.

DMPT 2100 back to top
Identity Design
(4 credit/6 contact hours)
This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.

DMPT 2105 back to top
Page Layout
(4 credit/6 contact hours)
This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.

DMPT 2110 back to top
Publication Design
(4 credit/6 contact hours)
Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

DMPT 2115 back to top
Adv Promotional Design
(4 credit/6 contact hours)
Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

DMPT 2120 back to top
Prepress and Output
(4 credit/6 contact hours)
This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.

DMPT 2125 back to top
Advanced Raster Imaging
(4 credit/6 contact hours)
The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.

DMPT 2130 back to top
Advanced Vector Graphics
(4 credit/6 contact hours)
Students will learn how to use advance vector imagery techniques for communicating creative concepts in different media fields. They will study a variety of digital illustration styles and begin to develop a personal style of their own.

DMPT 2200 back to top
Intro to Printing Industry
(4 credit/6 contact hours)
Introduces beginning student to overview and fundamentals of the printing industry. Topics include: safety, industry overview, printers math and measurement, overview of materials and supplies, printing operations and bindery and finishing.

DMPT 2205 back to top
Basic Printing Operations
(4 credit/6 contact hours)
Introduces student to basics of printing operations including safety, image carriers, materials and supplies. Student will begin to use press, bindery and finishing equipment.

DMPT 2210 back to top
Int. Printing/Finishing Oper.
(4 credit/6 contact hours)
Emphasizes the intermediate printing and finishing operations including safety, printing operations, troubleshooting and quality control, along with inspection and maintenance procedures.

DMPT 2215 back to top
Adv. Printing/Post Production
(4 credit/6 contact hours)
Emphasizes advanced printing and post-production operations including safety, multi-pass production, production workflow and post-production.

DMPT 2300 back to top
Foundations of Interface Desig
(4 credit/6 contact hours)
This course lays the foundation for an in-depth study of web Interface design. Students will be exposed to the basics of information architecture, usability studies, and basic web graphic element creation. These studies will be used as a basis to develop comprehensive web layout and navigation systems. Topics include: thumbnails, sitemaps, common usability problems, page mock-ups, style sheets, and

incorporating external media files.

DMPT 2600 back to top
Basic Video Editing
(4 credit/6 contact hours)
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 2900 back to top
Practicum/Internship I
(3 credit/9 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2905 back to top
Practicum/Internship II
(4 credit/12 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2930 back to top
Exit Review
(4 credit/12 contact hours)
Emphasis is placed on student's production of portforlio-quality pieces. Focuses on the preparation for entry into the job market.

ECCE 1101 back to top
Intro to Early Childhood Care
(3 credit/3 contact hours)
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 back to top
Child Growth & Development
(3 credit/3 contact hours)
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 back to top
Health Safety & Nutrition
(3 credit/4 contact hours)
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 back to top
Curriculum & Assessment
(3 credit/4 contact hours)
Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 back to top
Creative Activities Children
(3 credit/4 contact hours)
Introduces the concepts related to creativity in art,music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 back to top
Early ECCE Practicum
(3 credit/7 contact hours)
Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 1125 back to top
Prof. CDA Certification Prep
(2 credit/2 contact hours)
Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families.

ECCE 2115 back to top
Language & Literacy
(3 credit/4 contact hours)
Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 back to top
Math & Science
(3 credit/4 contact hours)
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201 back to top
Exceptionalities
(3 credit/3 contact hours)
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202 back to top
Social Issues/Family Involve
(3 credit/3 contact hours)
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 back to top
Guidance/Classroom Mgmt
(3 credit/3 contact hours)
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 2240 back to top
ECCE Internship
(12 credit/36 contact hours)
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2245 back to top
ECCE Internship I
(6 credit/18 contact hours)
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.

ECCE 2246 back to top
ECCE Internship II
(6 credit/18 contact hours)
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.

ECCE 2310 back to top
Parapro Methods/Materials
(3 credit/3 contact hours)
Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312 back to top
Parapro Role & Practice
(3 credit/3 contact hours)
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

ECCE 2320 back to top
Prog Admin/Facility Mgmt
(3 credit/3 contact hours)
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 back to top
Personnel Management
(3 credit/3 contact hours)
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 back to top
Infant/Toddler Development
(3 credit/3 contact hours)
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 back to top
Infant/Toddler Group Care
(3 credit/3 contact hours)
Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECET 1101 back to top
Circuit Analysis I
(4 credit/6 contact hours)
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 dependant sources and 2-port parameters. Laboratory work parallels class work.

ECET 1110 back to top
Digital Systems I
(4 credit/6 contact hours)
Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

ECET 2101 back to top
Circuit Analysis II
(4 credit/6 contact hours)
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2110 back to top
Digital Systems II
(4 credit/6 contact hours)

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 miroprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

ECET 2120 back to top
Electronic Circuits I
(4 credit/6 contact hours)
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.

ECON 1101 back to top
Principles of Economics
(3 credit/3 contact hours)
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

ECON 2105 back to top
Macroeconomics
(3 credit/3 contact hours)
Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 back to top
Microeconomics
(3 credit/3 contact hours)
Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

ELCR 1003 back to top
Intro Elect/Electronic Theory
(3 credit/3 contact hours)
This course investigates the fundamental principles of electricity and provides an overview of fundamental electronics theory with an emphasis on practical applications. Topics include: basic electrical/electronics terminology; electromagnetic theory; direct and alternating currents; resistor, transistor, semiconductor and integrated circuit applications; and safety practices and procedures.

ELCR 1005 back to top
Soldering Technology
(1 credit/2 contact hours)
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 back to top
Direct Current Circuits
(6 credit/7 contact hours)
This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

ELCR 1020 back to top
Alternating Current Circuits
(7 credit/9 contact hours)
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030 back to top
Solid State Devices
(5 credit/6 contact hours)
This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 back to top
Digital/Microprocessor Fund
(5 credit/7 contact hours)
This course is designed to provide sufficient coverage of digital electronics and microprocessor

fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 back to top
Linear Integrated Circuits
(3 credit/4 contact hours)
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1280 back to top
Intro to Embedded Systems
(3 credit/4 contact hours)
This course is designed to provide introduction coverage of 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 uses of embedded systems. Topics include basic microcontroller, introduction to embedded system software, programming tools, sensors, actuators, basic control system, and embedded systems applications.

ELCR 1300 back to top
Mobile Audio/Video System
(3 credit/4 contact hours)
Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

ELCR 2110 back to top
Process Control
(3 credit/5 contact hours)
Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

ELCR 2120 back to top
Motor Controls
(3 credit/5 contact hours)
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

ELCR 2130 back to top
Programmable Controllers
(3 credit/5 contact hours)
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELCR 2140 back to top
Mechanical Devices
(2 credit/3 contact hours)
Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELCR 2150 back to top
Fluid Power
(2 credit/3 contact hours)
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELCR 2160 back to top
Adv Microprocessors/Robotics
(3 credit/4 contact hours)
This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

ELCR 2170 back to top
Computer Hardware
(5 credit/5 contact hours)
Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

ELCR 2180 back to top
Operating Systems Technology
(4 credit/6 contact hours)
Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, and future operating systems. Topics include operating system fundamentals; installing, configuration, and upgrading; diagnosing and troubleshooting; and networks.

ELCR 2190 back to top
Networking I
(3 credit/4 contact hours)
Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

ELCR 2290 back to top
Security Systems
(3 credit/4 contact hours)
Provides an in-depth study of electronic devices designed to detect environmental changes that indicate a threat to property security. Topics include: sensor theory, low-voltage license regulations, system components, and system installation and service.

ELCR 2600 back to top
Telecommunication/Data Cabling
(3 credit/4 contact hours)
Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

ELCR 2620 back to top
Telc/Instal Prog&Data Trans
(4 credit/6 contact hours)
This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

ELCR 2650 back to top
Home Automation Systems
(5 credit/7 contact hours)
Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

ELCR 2660 back to top
Security System Install/Test
(4 credit/6 contact hours)
This course is designed to give students a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing and troubleshooting to assess the preparedness of the student in the security system installation and service industry.

ELCR 2680 back to top
Access Control/CCTV Install
(2 credit/4 contact hours)
The Access Control and CCTV Installation course is designed to give students a working knowledge of access control and CCTV systems applications and theory. Students will be able to identify the system components of the respective systems. The access control segment of the course utilizes hands-on training in component identification and installation including, but is not limited to processors, key pads, card swipes, biometric devices, and security devices related to the control of the pathways. The CCTV segment of the course utilizes hands-on training in component identification and installation including, but is not limited to cabling, power supplies, video cameras, VCRs, storage devices, and monitors.

ELCR 2690 back to top
Prep Low Volt Licensure
(3 credit/3 contact hours)
This course is designed to give students a working knowledge of responsibilities of the low voltage contractor in the State of Georgia. The materials are specifically targeted at obtaining a low voltage license and are delivered in a lecture environment. Students will utilize the reference materials allowed at the time of testing and are expected to locate the specific information in a timely manner. Some knowledge of telecommunications and/or other low voltage systems standards and installation practices is required.

ELCR 2700 back to top
HTI+ Cert. Preparation
(3 credit/3 contact hours)
Prepares the student for taking the CompTIA HTI+ examination by reviewing the Residential Systems and Systems Infrastructure and Integration Objectives. Topics include Residential Systems and Systems Infrastructure and Integration.

ELTR 1010 back to top
Direct Current Fundamentals
(3 credit/4 contact hours)
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.

ELTR 1020 back to top
Alternating Current Fundamenta
(3 credit/4 contact hours)
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 1060 back to top
Elect Prints Schematics Sys
(2 credit/3 contact hours)
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 1080 back to top
Commercial Wiring I
(5 credit/6 contact hours)
This course introduces commercial wiring practices and procedures. Topics include industrial safety procedures, the National Electrical Code, and commercial load calculations.

ELTR 1090 back to top
Commercial Wiring II
(3 credit/4 contact hours)
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 1180 back to top
Electrical Controls
(4 credit/6 contact hours)
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 back to top
Residential Wiring I
(3 credit/4 contact hours)
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 back to top
Residential Wiring II
(3 credit/4 contact hours)
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 back to top
Industrial PLCs
(4 credit/6 contact hours)
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

ELTR 1250 back to top
Diagnostic Troubleshooting
(2 credit/4 contact hours)
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 back to top
Transformers
(3 credit/4 contact hours)
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 back to top
NEC Industrial Applications
(4 credit/6 contact hours)
Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

ELTR 1500 back to top

El Sys Tech Intern/Practicum
(3 credit/9 contact hours)
This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

ELTR 1510 back to top
Electrical Worker
(3 credit/5 contact hours)
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 smirches.

ELTR 1520 back to top
Grounding & Bonding
(2 credit/3 contact hours)
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 back to top
Photovoltaic Systems
(5 credit/7 contact hours)
This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 back to top
Conduit Sizing
(2 credit/3 contact hours)
Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

ELTR 1540 back to top
Wire Pulling & Codes
(3 credit/6 contact hours)
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.

ELUT 1101 back to top
Intro Electrical Utility Ind
(3 credit/4 contact hours)
This course will provide students with an overview of the electric power utility industry and occupational opportunities. Topics include the introduction and orientation to the electric utility industry, history of the industry, electric utility regulation and its scope, regulatory agencies and codes, general safety, electrical systems overview, electrical power generation, electrical transmission, electrical distribution, and electric utility career opportunities.

ELUT 1102 back to top
Fund. Power Alt Current
(5 credit/6 contact hours)
This course is designed to continue the development of AC concepts. Topics include reactive components, simple RLC circuits, AC circuit resonance, AC power, energy calculation, and power measurement.

ELUT 1103 back to top
Network Communications
(4 credit/6 contact hours)
This course introduces networking technologies, tools and construction techniques, industry standards, and troubleshooting and repair procedures for fiber optic systems. Topics include basic knowledge of networking technology, layers, TCP/IP fundamentals, network installation, installation tools, techniques, and safety, fiber optic systems, remote connectivity, testing and troubleshooting, and security

ELUT 1104 back to top
Electrical Substations
(5 credit/6 contact hours)
This course provides the student with the knowledge and skills to safely work in and around an electrical substation. Topics include an overview to the substation, substation equipment, wiring practices, safety, maintenance, substation operation, substation construction, and grounding.

ELUT 1105 back to top
Intro Distrib. Engineering
(5 credit/6 contact hours)
This course provides students with the basic knowledge, skills, and technical background in the construction, equipment, practices and procedures, design and layout, and common problems in electrical distribution engineering. Topics include an overview of the electric utility system, safety issues unique to the electrical utility industry, overview of OH and UD equipment, operation of the electric distribution system, and designing the electric distribution system.

ELUT 1106 back to top
Introduction to Metering
(3 credit/4 contact hours)

This course introduces electric metering fundamentals with a focus on self-contained meter applications. Topics include electric meter fundamentals, types of meters, self-contained meter selection and installation, transformer-rated meters, and ampacity ratings.

ELUT 1107 back to top
Power Plants
(5 credit/6.4 contact hours)
This course provides participants with an overview of the different systems involved in the production of electricity at a fossil generating station. Topics include an introduction to the power plant, coal handling systems, air flow systems, waste disposal systems, generators, turbines, feedwater systems, boilers, and circulating cooling water systems.

ELUT 1211 back to top
Electrical Line Worker
(16 credit/28 contact hours)
Provides a comprehensive summary of lineworker requirements. Physical and mechancal ability requirements will be presented and tests given. Topics include electrical and workplace safety, preferred work ethics, team building, basic tools, resume writing, principles of electricity, conductors, insulators, voltage current, power, distribution blueprints, use of equipment, hydraulics, and pneumatics.

ELUT 1212 back to top
Adv. Metering Technology
(4 credit/5 contact hours)
Introduces the physical characteristics and application of advanced metering systems. Topics include instrument transformer theory and applications, sizing instrument transformers, wiring transformers, rated meter installations, electronic meter functionality, and remote communications.

ELUT 1213 back to top
SCADA/Digital
(3 credit/4 contact hours)
Provides participants with an understanding of the fundamentals of a supervisory control and data acquisition system, master station, and field devices typically used in power utilities. Topics include overview of SCADA, field devices, master station basics, features, control center operation, procedures and layout, communications methods and protocols, advanced applications, and GIS mapping interface.

ELUT 1214 back to top
Electrical Transmission
(2 credit/4 contact hours)
Provides a general overview of how the transmission system works. Topics include transmission line overview, plans and profiles, right of ways, environmental concerns, structures, conductors, line shielding and grounding, clearances and disable or line reclosing, switching, operation, and maintenance.

ELUT 1270 back to top
Electric Utility Internship
(9 credit/27 contact hours)
Introduces and reinforces the application of electric utility procedures in an actual job setting under direct supervision of electric utility personnel. Students are acquainted with occupational responsibilities through realistic work situations on the job to include topics on problem solving, adaptability to job setting, use of appropriate interpersonal skills, interpretation of work authorizations, participation in or observation of electrical utility procedures, work place development, work place ethics, code of conduct, and utility safety procedures.

EMPL 1000 back to top
Interpers Relations/Prof Dev
(2 credit/2 contact hours)
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.

EMSP 1110 back to top
Intro EMT Profession
(3 credit/4 contact hours)
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

EMSP 1120 back to top
EMT Assessment/Airway Mgmt
(3 credit/4 contact hours)
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration;

and Emergency Medications.

EMSP 1130 back to top
Medical Emergencies/EMT
(3 credit/4 contact hours)
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

EMSP 1140 back to top
Special Patient Populations
(3 credit/4 contact hours)
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

EMSP 1150 back to top
Shock/Trauma for EMT
(3 credit/4 contact hours)
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

EMSP 1160 back to top
Clinical/Practical Apps/EMT
(1 credit/3 contact hours)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

EMSP 1510 back to top
Advanced Concepts/AEMT
(3 credit/4 contact hours)
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520 back to top
Advanced Patient Care/AEMT
(3 credit/4 contact hours)
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 1530 back to top
Clinical Applications/AEMT
(1 credit/2 contact hours)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

EMSP 1540 back to top
Clinical/Practical Apps/AEMT
(3 credit/6 contact hours)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

EMSP 2110 back to top
Foundations of Paramedicine
(3 credit/4 contact hours)
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness;

Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMSP 2120 back to top
Apps of Pathophysiology
(3 credit/3 contact hours)
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

EMSP 2130 back to top
Adv. Resuscitative Skills
(3 credit/4 contact hours)
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

EMSP 2140 back to top
Adv Cardiovascular Concepts
(4 credit/5 contact hours)
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

EMSP 2310 back to top
Therapeutic Mods/Cardio Care
(3 credit/4 contact hours)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

EMSP 2320 back to top
Therapeutic Mods/Med Care
(5 credit/6 contact hours)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330 back to top
Therapeutic Mods/Trauma
(4 credit/5 contact hours)
This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

EMSP 2340 back to top
Therapeutic Mods/SPOPS
(4 credit/5 contact hours)
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 back to top
Clinical Apps/Paramedic I
(2 credit/6 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2520 back to top
Clinical Apps/Paramedic II
(2 credit/6 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also

includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2530 back to top
Clinical Apps/Paramedic III
(2 credit/6 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2540 back to top
Clinical Apps/Paramedic IV
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2550 back to top
Clinical Apps/Paramedic V
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2560 back to top
Clinical Apps/Paramedic VI
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2570 back to top
Clinical Apps/Paramedic VII
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2710 back to top
Field Internship/Paramedic
(2 credit/6 contact hours)
Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

EMSP 2720 back to top
Practical Apps Paramedic
(3 credit/4 contact hours)
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

EMYT 1124 back to top
Principles of EMYT
(3 credit/3 contact hours)
Principles of Emergency Management is intended to provide information that will enable persons entering the emergency management profession or expanding their roles to work with emergency management issues. The primary purpose of this course is to provide an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in a system of resources and capabilities. Emphasis is placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. Specific topics covered include emergency management roles and responsibilities; the all-hazard emergency management process; and the social, political and economic implications of a disaster.

EMYT 1125 back to top
Exercise Design & Evaluation
(3 credit/3 contact hours)
Exercise Design and Evaluation provides information for local government officials, emergency managers, volunteers and other emergency service personnel who are responsible to prepare for, respond to, or recover from disasters. It is intended to provide participants with the knowledge and skills to develop and conduct disaster exercises that will test a communitys emergency operations plan and operational response capability. To this end, the course provides hands-on training in the design, conduct and evaluation of exercises so that participants will be able to develop and implement a comprehensive exercise program in their respective jurisdictions. Specifically, this course includes an introduction to exercise design and evaluation; community exercise programs; the exercise development process; and

exercise evaluation and enhancements.

EMYT 1126 back to top
Hazardous Materials Awareness
(3 credit/3 contact hours)
This course provides competencies that include understanding the definition and location of various hazardous materials, their properties, and their safe evacuation distance. Emphasis is placed upon safety factors such as flammability and toxicity. Emergency management personnel are expected to remain a safe distance from hazardous materials, but they play a role in the hazardous materials planning process. Therefore, it is important for them to identify hazardous materials by their identification numbers and/or placards and interpret that information correctly. Specific topics include hazardous materials incidents; shipping documentation, Material Safety Data Sheets (MSDS), signage, and the North American Emergency Response Guide (NAERG); as well as protecting a potentially hazardous scene.

EMYT 1127 back to top
Emergency Planning
(3 credit/3 contact hours)
Emergency Planning provides information that will enable persons entering the profession or expanding their roles to have the ability to assess their communitys hazards, determine community resources, and write an all-hazards plan to assign responsibility to various agencies who will respond during an emergency or disaster. The primary purpose of this course is to provide background information encouraging communities to plan, reasons for planning, who might be involved in the planning process, and a framework within which to plan. There will be ample opportunities for the student to practice each step of the process, gradually becoming familiar with the planning process. The principle topics include rationale for emergency planning; assessment of community hazards and resources; and development of an all-hazards plan.

EMYT 1129 back to top
Mass Fatalities Incident Resp
(3 credit/3 contact hours)
This course addresses the essential elements of planning for, responding to, and recovering from a mass fatality incident. This course will identify the roles and responsibilities of local, state, and federal officials, public service, private sector, and voluntary organizations. Students will identify the various functions conducted in a temporary morgue; methods of identification; terms used in this unique operation; and learn how to apply the Incident Command System at Mass Fatalities incidents.

EMYT 1130 back to top
Infection Control
(3 credit/3 contact hours)
Infection Control provides competencies that include infection control procedures in emergency-related exposure; definition of communicable disease; definition of infectious disease; understanding how diseases are transmitted; list common signs and symptoms of communicable diseases; identify activities which increase potential exposure risks; examination of personal protective equipment; as well as equipment decontamination. Specific topics include infection control for the public and private sectors; disease transmission; personal protective equipment and other preventative measures; post-exposure notification, verification, and documentation; methods for cleaning, decontaminating, storing and disposal of equipment; as well as eradication and containment of infectious diseases.

EMYT 1137 back to top
Facility Security
(3 credit/3 contact hours)
One of the best defenses against intrusion is to present a hard target. The student will learn how to assess a facility's vulnerability and make helpful recommendations to lessen opportunities for entry by those who would intend harm to the habitants. The student will learn how to communicate safe practices in the facility and train habitants to share in the responsibilities of security. The student will be able to list no cost, low cost, and cost effective measures for facility security. Specific topics include terrorism terminology, hardening a potential target, protective actions and facility security surveys.

EMYT 1138 back to top
Effective Comm. for EMYT
(3 credit/3 contact hours)
Effective Communication provides basic competencies that Emergency Managers and Public Information Officers need in order to convey information to a broad audience that includes public and private sector organizations, the media, disaster victims, and co-responders. Even during non-emergent situations, Emergency Managers and Public Information Officers rely on strong communication skills to coordinate with staff and to promote safety awareness. This course is designed to enhance the communication and interpersonal skills of local Emergency Managers, Public Information Officers, Emergency Planners, and Emergency Responders. Specific topics include basic communication; emergency communications; multicultural communications; communication and technology; as well as effective oral presentations, press releases and sound bites.

EMYT 2210 back to top
Haz Mat Contingency Planning
(3 credit/3 contact hours)
This course provides competencies that include exploring the legal imperatives for hazardous materials planning; conducting a hazard analysis and applying it to a local jurisdiction; performing a local capability assessment; observing local traffic patterns that include transport of hazardous materials; and applying knowledge gained to formulate mission and vision statements and the goals and objectives to achieve them.

EMYT 2212 back to top
Developing Comm. Resources
(3 credit/5 contact hours)
This course will develop the participants skills in recognizing volunteer resources in the community and enhance abilities to manage the involvement of volunteers in all phases of emergency management,

including diversity, wide range of volunteer expertise and collaboration with major voluntary organizations active in disasters. In addition, focus on knowledge and skills needed to effectively perform resource management functions within the overall framework of an emergency operations center. The student will develop a resource manual to enable actual collaboration and to build and maintain a local collaborative process designed to enhance the ability to respond to emergencies and utilize resources acquired through collaboration techniques. Specific topics include developing a resource manual; recruiting and maintaining volunteers; and developing opportunities for collaboration.

EMYT 2214 back to top
Mod Emer Resp Rad Trng
(3 credit/3 contact hours)
Modular Emergency Response Radiological Transportation Training (MERRTT) provides competencies that include understanding basic sources of and uses of radiation; routes of exposure, methods of proper shielding, and calculation of dose rates; recognition of various types of shipping containers and their labels; correct procedures for securing an accident site and limiting radioactive contamination; hazard recognition and assessment; and familiarization with various types of radiological instrumentation. Specific topics include radiological fundamentals, radiological terminology, hazard recognition, routes of exposure, and patient handling.

EMYT 2222 back to top
Emergency Management Practicum
(3 credit/9 contact hours)
Emergency Management Practicum will provide students with practical experience in an actual work environment. Emphasis is placed on all phases of the industry in the student's area of specialization (local or state emergency management office, public health, or business continuity). Students become acquainted with occupational responsibilities through realistic work situations and are provided with insights into management application on the job. The student's Internship's related agency must be preapproved by the appropriate college authority.

ENGL 0090 back to top
Learning Support English
(3 credit/3 contact hours)
This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.

ENGL 0988 back to top
Intermediate Reading & Writing
(3 credit/4 contact hours)
This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course fulfills the requirements for the highest level of learning support reading and/or English and prepares students for ENGL 1101.

ENGL 0988A back to top
Intermediate Reading & Writing
(3 credit/4 contact hours)
This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course is paired with ENGL 1010A for diploma level programs. ENGL 1010A

ENGL 0988B back to top
Intermediate Reading & Writing
(3 credit/4 contact hours)
This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course is paired with ENGL 1101B for degree level programs. ENGL 1101B

ENGL 1010 back to top
Fundamentals of English I
(3 credit/3 contact hours)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

ENGL 1010A back to top
Fundamentals of English I
(3 credit/3 contact hours)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills. ENGL 0988A

ENGL 1101 back to top
Composition & Rhetoric
(3 credit/3 contact hours)
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. NOTE: Students must qualify for ENGL 1101 with appropriate entrance test scores, or take Learning Support course(s.)

ENGL 1101B back to top
Composition & Rhetoric
(3 credit/3 contact hours)
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. NOTE: Students must qualify for ENGL 1101 with appropriate entrance test scores, or take Learning Support course(s.) ENGL 0988B

ENGL 1102 back to top
Literature & Composition
(3 credit/3 contact hours)
Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENGL 1105 back to top
Workplace & Technical Comm.
(3 credit/3 contact hours)
Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

ENGL 2110 back to top
World Literature
(3 credit/3 contact hours)
This course explores the history of the human experience through literature and writing across the cultures of the world. It surveys important works across multiple genres of fiction and non-fiction as a reflection of cultural values and explores themes from the ancient through modern era.

ENGL 2130 back to top
American Literature
(3 credit/3 contact hours)
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

ENGT 1000 back to top
Intro to Engineering Tech
(3 credit/5 contact hours)
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

ESTH 1000 back to top
Introduction to Esthetics
(3 credit/4 contact hours)
Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

ESTH 1010 back to top
A & P of the Skin
(3 credit/3 contact hours)
Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

ESTH 1020 back to top
Skin Care Procedures
(4 credit/8 contact hours)
Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.

ESTH 1030 back to top
Elect/Facial Treatment/Machine
(5 credit/9 contact hours)
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, mens skin care products, post

consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

ESTH 1040 back to top
Advanced Skin Care
(3 credit/7 contact hours)
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

ESTH 1050 back to top
Color Theory & Makeup
(4 credit/9 contact hours)
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

ESTH 1060 back to top
Esthetics Practicum I
(4 credit/12 contact hours)
Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

ESTH 1070 back to top
Esthetics Practicum II
(4 credit/12 contact hours)
Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

FRSC 1020 back to top
Basic FF/EMS Fundamentals
(3 credit/4 contact hours)
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 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. State of Georgia - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030 back to top
Basic Firefighter-Module I
(5 credit/7 contact hours)
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 firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1040 back to top
Basic Firefighter-Module II
(3 credit/5 contact hours)
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 fire fighting 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.State of Georgia certified firefighter This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1050 back to top
Fire & Life Safety Educator I
(3 credit/3 contact hours)
Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

FRSC 1060 back to top
Fire Prev/Preparedness/Maint
(3 credit/4 contact hours)
This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or state firefighter certification status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1070 back to top
Intro to Technical Rescue
(4 credit/6 contact hours)
This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, current Edition Chapter 6 for firefighter II rescue operations and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, current Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2. To participate in this course, the student must also have attained state firefighter certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1080 back to top
Fireground Operations
(3 credit/5 contact hours)
This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain state firefighter certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

FRSC 1100 back to top
Intro to Fire Science
(3 credit/3 contact hours)
This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

FRSC 1110 back to top
Fire Admin/Supervise/Ldrship
(3 credit/3 contact hours)

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I; 2. NFA Leadership II 3. NFA Leadership III . This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1115 back to top
Fire Behavior & Combustion
(3 credit/3 contact hours)
This course provides an understanding of the basic principles of fire chemistry, the processes of fire/combustion, and fire behavior. It addresses theoretical concepts, explaining their importance, and illustrates how they can be applied in a practical manner when responding to emergency situations. An emphasis is placed on safety, with each explanation drawing a connection between how a fire behaves and how it affects the safety of the individual firefighters and their team.

FRSC 1121 back to top
Firefighting Strategy/Tactics
(3 credit/3 contact hours)
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

FRSC 1132 back to top
Fire Service Instructor
(4 credit/5 contact hours)
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FRSC 1141 back to top
Hazardous Materials Operator
(4 credit/5 contact hours)
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 Hazardous Material Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: state certification NPQ FF I and NPQ Hazardous Materials Awareness Level

FRSC 1151 back to top
Fire Prevention/Inspection
(4 credit/5 contact hours)
Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

FRSC 1161 back to top
Fire Serv Safety/Loss Control
(3 credit/3 contact hours)
This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general

knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

FRSC 2100 back to top
Fire Admin Management
(3 credit/3 contact hours)
This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why its done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FRSC 2110 back to top
Fire Service Hydraulics
(3 credit/3 contact hours)
This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120 back to top
Fire Protection Systems
(3 credit/3 contact hours)
A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

FRSC 2130 back to top
Fire Serv Bldg Construction
(3 credit/3 contact hours)
Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

FRSC 2141 back to top
Incident Command
(4 credit/5 contact hours)
The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

FRSC 2170 back to top
Fire/Arson Investigation
(4 credit/5 contact hours)
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniquest used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

FRSC 2230 back to top
Fire Officer-Adminstrator
(3 credit/3 contact hours)
This course is designed for the chief officer who is ready to assume a leadership role by moving into the upper administrator role in the fire service. This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer III Level. Note: For qualification at the Fire Officer Level III, the Fire Officer II shall meet the requirements for Fire Instructor Level II as defined by NFPA 1041 and the job performance requirements defined in Sections 6.2

through 6.8 of the standard.

FRSC 2240 back to top
Fire Officer-Executive
(3 credit/3 contact hours)
This course is designed for the chief officer who is ready to assume a leadership role by moving into the upper management level of the fire service. This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer IV Level. Note: For qualifications at the Fire Officer IV level, the Fire Officer III shall meet the requirements of the job performance requirements defined in Sections 7.2 through 7.7 of the standard.

GERT 1000 back to top
Understanding Geriatric Client
(2 credit/2 contact hours)
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 back to top
Behavioral Aspects of Aging
(2 credit/2 contact hours)
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 back to top
Gerontological Nutrition
(1 credit/1 contact hours)
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.

HEMT 1010 back to top
Intro Healthcare Mgmt
(3 credit/3 contact hours)
This course introduces the functions, practices, organizational structures and professional issues in healthcare management. Emphasis is placed on planning, controlling directing and communicating within health and human service organizations. Upon completion, students should be able to apply the concepts of management within a healthcare services environment. Topics include: history of U.S. healthcare delivery; characteristics of healthcare in the U.S.; technology used in healthcare; healthcare financing and reimbursement; outpatient services; inpatient services; long-term care services; the role of managed care in healthcare; and cost, access, and quality of healthcare; and health policy.

HEMT 1020 back to top
Admin Procedures for HEMT
(3 credit/4 contact hours)
Emphasizes the essential administrative skills required for healthcare managers. Upon completion of the course, the student should be able to perform any administrative procedure in a healthcare environment. Topics include: members of the healthcare team; patient diversity; interpersonal communications; appointment scheduling; patient reception and registration; computers in the healthcare field; medical filing; medical billing, professional fees and credit arrangements; billing and collection procedures; banking services and procedures; payroll; and health information management.

HEMT 1030 back to top
Medical Law & Ethics
(3 credit/3 contact hours)
Provides knowledge of the legal relationships of physicians and patients, contractual agreements, professional liability malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed upon legal terms, professional attitudes, and principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, the student should be able to meet the legal and ethical issues for healthcare practitioners. Topics include: foundations of law and ethics; the courts and contracts; medical records and informed consent; privacy law and HIPAA; workplace legalities; and ethical issues for healthcare practitioners.

HEMT 1040 back to top
Healthcare Statistics
(3 credit/3 contact hours)
Provides the maintenance, compilation, analysis and presentation of healthcare statistics. It provides rudimentary understanding of the terms, definitions, and formulae used in computing healthcare statistics. Topics include basic statistical principles, morbidity and mortality; healthcare statistical formulae; commonly computed hospital rates; and data presentation.

HEMT 1100 back to top
Medical Records Sys & Mgmt
(3 credit/4 contact hours)
Provides the basic concepts and techniques for managing and maintaining health record systems in a variety of healthcare settings. Topics include an overview of health information management; types of health records; health record content; format, storage, retention, and maintenance of health information; numbering and filing systems; and indices, registers and data collection; and legal aspects of health information management. Upon completion, students should be able to demonstrate and understanding of health record systems, including their maintenance and control.

HEMT 1110 back to top
Medical Coding
(3 credit/4 contact hours)

Provides a foundation in coding and classification systems in a variety of healthcare settings. Topics include Current Procedural Terminology, CPT; International Classification of Disease, 9th Revision, Clinical Modification, ICD-9-CM; and Healthcare Common Procedure Coding System, HCPCS. Upon completing, students should be able to apply coding principles to correctly assign ICD-9-CM, HCPCS/CPT codes and apply systems to optimize reimbursement.

HEMT 1120 back to top
Medical Insurance
(3 credit/4 contact hours)
Introduces the concept of medical insurance. The course provides basic guidelines for the various types of insurance. Topics include: legal and regulatory issues; payment and reimbursement systems; managed care, commercial insurance; Blue Cross Blue Shield; Medicare; Medicaid; TRICARE; Workers Compensation; and manual and electronic claim form preparation. Upon completion of this course, students should be able to process third-party claims forms for all types of third-party payers.

HEMT 1130 back to top
Advanced Coding
(3 credit/4 contact hours)
This advanced coding course provides both a review of the concepts of CPT/HCPCS and ICD coding, advanced instruction in ICD and CPT/HCPCS coding, and hospital billing practices and procedures. Codes will be applied to workbook exercises, case studies, patient hospital records and outpatient charts. Diagnostic Related Groups (DRGs) and Ambulatory Patient Groups (APGs) will be introduced. Topics include an overview of hospital billing; the hospital billing process; preparation of the UB-04 claim form; advanced CPT, ICD-9, and HCPCS coding; and a review for the coding certification exam.

HEMT 2000 back to top
Mgmt of Healthcare Org.
(3 credit/3 contact hours)
This course examines current issues that affect the management of healthcare delivery systems. Emphasis is placed on acquiring a systematic understanding of organizational principles, practices, and insights pertinent to the management of health services organizations. Topics include planning and organizing; performance evaluation; disciplining employees; handling employees with problems; communication skills; decision-making and problem-solving skills; coping with stress and burnout; and career development for supervisors. Upon completion of this course, the student will be able to identify current healthcare issues; supervisory techniques; and understand their impact on the healthcare management.

HEMT 2010 back to top
Healthcare Financial Mgmt
(3 credit/3 contact hours)
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include healthcare finance overview; recording financial operations; tools to analyze financial operations; report and measure financial results; plan, monitor and control financial operations; budgets; allocating resources and acquiring funds. Upon completion, students should be able to interpret and apply principles of financial management in a healthcare environment.

HEMT 2020 back to top
Long Term Care Administration
(3 credit/3 contact hours)
Provides an introduction to the administration of long-term care facilities and services. Also, this course provides an overview of long-care and does not deal with specific regulations pertaining to nursing homes or any other service. Emphasis is placed upon nursing home care, home health care, hospice, skilled nursing facilities, and other long-term services. Topics include: overview of long-term care; services in long-term care; financing long-term care; integrating mechanisms in long-term care; ethical issues; and federal, state, and local agencies involved in long-term care.

HEMT 2030 back to top
Human Resources Mgmt
(3 credit/3 contact hours)
Provides an introduction to the functions of personnel/human resource management within an organization. Topics include: overview of human resource management; strategic human resource management; labor relations and employment law; job analysis and job design; recruiting, interviewing and selecting employees; performance management and appraisal systems; disciplinary action and employee rights; and employee compensation and benefits. Upon completion, students should be able to anticipate and resolve human resource concerns.

HEMT 2050 back to top
Healthcare Mgmt Internship
(5 credit/15 contact hours)
This course provides supervised internship experience in health care settings. Emphasis is placed on the practical application of curriculum concepts to the healthcare setting. Topics include the application of classroom knowledge and skills; functioning in the healthcare environment; and listening and following directions. Upon completion, students should be able to apply healthcare management theory to healthcare facility practices and have a greater understanding of the importance of working effectively with others and with management.

HEMT 2050A back to top
Healthcare Mgmt Internship A
(2 credit/6 contact hours)
This course provides supervised internship experience in health care settings. Emphasis is placed on the practical application of curriculum concepts to the healthcare setting. Topics include the application of classroom knowledge and skills; functioning in the healthcare environment; and listening and following directions. Upon completion, students should be able to apply healthcare management theory to healthcare facility practices and have a greater understanding of the importance of working effectively with others and with management. *Part A of a two part series.

HEMT 2050B back to top
Healthcare Mgmt Internship B
(3 credit/9 contact hours)
This course provides supervised internship experience in health care settings. Emphasis is placed on the practical application of curriculum concepts to the healthcare setting. Topics include the application of classroom knowledge and skills; functioning in the healthcare environment; and listening and following directions. Upon completion, students should be able to apply healthcare management theory to healthcare facility practices and have a greater understanding of the importance of working effectively with others and with management. *Part B of a two part series.

HIMT 1100 back to top
Intro to Health Info Tech
(3 credit/4 contact hours)
This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

HIMT 1150 back to top
Computer Apps in Healthcare
(3 credit/5 contact hours)
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 1200 back to top
Legal Aspects of Healthcare
(3 credit/4 contact hours)
This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250 back to top
Health Recrd Content/Structure
(2 credit/3 contact hours)
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.

HIMT 1350 back to top
Pharmacotherapy
(2 credit/2 contact hours)
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1400 back to top
Coding & Classification
(4 credit/6 contact hours)
This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

HIMT 1410 back to top
Coding/Classification/ICD Adv
(3 credit/4 contact hours)
This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

HIMT 2150 back to top
Healthcare Statistics
(3 credit/5 contact hours)
This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIMT 2200 back to top
Performance Improvement
(3 credit/4 contact hours)
This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal governments role in health care and accreditation requirements of various agencies.

HIMT 2300 back to top
Healthcare Management

(3 credit/4 contact hours)
This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2400 back to top
Coding and Class/CPT/HCPCS
(3 credit/5 contact hours)
This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

HIMT 2410 back to top
Revenue Cycle Management
(3 credit/4 contact hours)
This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIMT 2460 back to top
Health Info Tech Practicum
(3 credit/9 contact hours)
This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

HIMT 2500 back to top
Certification Seminar
(4 credit/6 contact hours)
This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

HIST 1111 back to top
World History I
(3 credit/3 contact hours)
Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

HIST 1112 back to top
World History II
(3 credit/3 contact hours)
Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

HIST 2111 back to top
U.S. History I
(3 credit/3 contact hours)
Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112 back to top
U.S. History II
(3 credit/3 contact hours)
Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950*s; the 1960*s and 1970*s; and America since 1980.

HORT 1000 back to top
Horticulture Science
(3 credit/4 contact hours)
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.

HORT 1010 back to top
Woody Plant Identification I
(3 credit/5 contact hours)
Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

HORT 1020 back to top
Herbaceous Plant ID
(3 credit/4 contact hours)
Emphasizes the identification,selection,and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

HORT 1030 back to top
Greenhouse Management
(4 credit/6 contact hours)
This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutuional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1040 back to top
Landscape Installation
(3 credit/6 contact hours)
This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

HORT 1050 back to top
Nursery Production & Mgmt
(4 credit/6 contact hours)
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.

HORT 1060 back to top
Landscape Design
(4 credit/6 contact hours)
Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

HORT 1070 back to top
Landscape Installation
(4 credit/6 contact hours)
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.

HORT 1080 back to top
Pest Management
(3 credit/4 contact hours)
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.

HORT 1100 back to top
Intro to Sustainable Agricultu
(3 credit/3 contact hours)
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 1110 back to top
Small Scale Food Production
(4 credit/6 contact hours)
Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

HORT 1120 back to top
Landscape Management
(4 credit/6 contact hours)
This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

HORT 1140 back to top
Horticulture Business Mgmt
(3 credit/4 contact hours)
This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

HORT 1150 back to top
Horticulture Internship
(3 credit/9 contact hours)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision. NOTE: Instructor approval required before registering for course.

HORT 1160 back to top
Landscape Contracting
(3 credit/4 contact hours)
Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.

HORT 1200 back to top
Arboriculture Science
(4 credit/6 contact hours)
Introduces the fundamentals of tree management, establishment and assessment as a career field in the urban forestry environment. Topics include: tree structure and function, tree identification and selection, installation and establishment, tree management, trees and construction and tree worker safety.

HORT 1250 back to top
Plant Prod/Propagation
(4 credit/6 contact hours)
This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting,and budding, tissue culture),and propagation facilities construction.

HORT 1310 back to top
Irrigation & Water Management
(4 credit/6 contact hours)
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.

HORT 1330 back to top
Turfgrass Management
(4 credit/6 contact hours)
A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices

HORT 1410 back to top
Soils
(3 credit/4 contact hours)
This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

HORT 1420 back to top
Golf Course Design/Const/Insta
(3 credit/4 contact hours)
Introduces basic golf course design principles as well as construction and renovation activities and basic golf course maintenance practices. Topics include: introduction and history, golf course design principles, golf course construction and golf course maintenance.

HORT 1430 back to top
Adv. Landscape Design
(4 credit/6 contact hours)
This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

HORT 1440 back to top
Landscape Grading/Drainage
(4 credit/6 contact hours)

Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.

HORT 1500 back to top
Sm Gas Eng Repair/Maint
(4 credit/6 contact hours)
Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

HORT 1560 back to top
Computer-Aided Ldscpe Design
(4 credit/6 contact hours)
Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

HORT 1680 back to top
Woody Plant Indentification II
(3 credit/4 contact hours)
Students will develop a systematic approach to proper classification, nomenclature,identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.

HORT 1690 back to top
Horticulture Spanish
(3 credit/3 contact hours)
An introduction to the Spanish language and Latino culture as applied to green industry managers. Topics include: introductory conversational Spanish with an emphasis on green industry vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating aspects of Latino culture for more effective management.

HORT 1700 back to top
Large Equipment Operation
(3 credit/5 contact hours)
This course will allow students to gain significant experience in the safe operation of horticulture equipment. Students will gain experience in the operation of tractors and attachments, skid-steer equipment, trenchers, landscape maintenance equipment and any other equipment relevant to the landscape industry. The course will combine lectures, demonstrations and lab activities on equipment use, operation and safety in the field.

HORT 1730 back to top
Advanced Floral Design
(3 credit/6 contact hours)
Advanced floral design theory; techniques and skills which enhances students* ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.

HORT 1750 back to top
Interiorscaping
(4 credit/6 contact hours)
Develops the skills involved in designing, installing, and maintaining interior plantings. Topics include: industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, design, installation.

HORT 1800 back to top
Urban Landscape Issues
(3 credit/4 contact hours)
This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control and others.

HORT 2500 back to top
Speciality Landscape Const
(4 credit/6 contact hours)
This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.

HRTM 1100 back to top
Intro-Hotel/Restaurant/Tourism
(3 credit/3 contact hours)
Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

HRTM 1110 back to top
Travel Industry/Geo-Americas
(3 credit/3 contact hours)
Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas, and travel regulations and documents needed to travel internationally.

HRTM 1115 back to top
Travel Indus/Geo-International
(3 credit/3 contact hours)
Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas and Greenland, Europe, Middle East and Africa, Far East, Australia, New Zealand and Pacific Islands, and travel regulations and documents needed to travel internationally.

HRTM 1120 back to top
Tour & Cruise Management
(3 credit/3 contact hours)
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 the ship, living quarters, amenities, shipboard activities, and marketing, selling of cruises, agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems.

HRTM 1130 back to top
Busn. Etiquette/Communication
(3 credit/3 contact hours)
This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

HRTM 1140 back to top
Hotel Operations Management
(3 credit/3 contact hours)
This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

HRTM 1150 back to top
Event Planning
(3 credit/3 contact hours)
This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

HRTM 1160 back to top
Food & Beverage Management
(3 credit/3 contact hours)
Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

HRTM 1201 back to top
Hospitality Marketing
(3 credit/3 contact hours)
Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

HRTM 1210 back to top
Hospitality Law
(3 credit/3 contact hours)
Introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.

HRTM 1220 back to top
Supervision/Leadership in HRTM
(3 credit/3 contact hours)
This courses focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

HRTM 1230 back to top
HRTM Internship
(3 credit/9 contact hours)
This course introduces students to the application and reinforcement of hotel/restaurant/tourism 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/tourism management techniques, and professional development. The occupation-based instruction includes written individualized training plans and written performance evaluations.

HUMN 1101 back to top
Intro to Humanities
(3 credit/3 contact hours)
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

HVAC 1050 back to top
HVAC Apprenticeship V
(4 credit/7 contact hours)
No Description

IDFC 1000 back to top
Principles of Electricity I
(4 credit/5 contact hours)
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 1007 back to top
Industrial Safety Procedures
(2 credit/3 contact hours)
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 back to top
Direct Current I
(3 credit/4 contact hours)
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 back to top
Alternating Current I
(3 credit/4 contact hours)
Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

IDFC 1013 back to top
Solid State Devices
(3 credit/4 contact hours)
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.

IDSY 1005 back to top
Intro to Mechatronics
(4 credit/7 contact hours)
This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

IDSY 1011 back to top
Industrial Computer Apps
(3 credit/5 contact hours)
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 communication platforms.

IDSY 1020 back to top

Print Rdg/Problem Solving
(3 credit/5 contact hours)
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 engineering specifications and applying a systematic approach to solving the problem.

IDSY 1100 back to top
Basic Circuit Analysis
(5 credit/9 contact hours)
This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

IDSY 1101 back to top
DC Circuit Analysis
(3 credit/4 contact hours)
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.

IDSY 1105 back to top
AC Circuit Analysis
(3 credit/4 contact hours)
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 back to top
Industrial Motor Controls I
(4 credit/7 contact hours)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls,theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 back to top
Basic Industrial PLCs
(4 credit/8 contact hours)
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 back to top
Industrial Wiring
(4 credit/7 contact hours)
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1150 back to top
DC & AC Motors
(3 credit/4 contact hours)
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 back to top
Mechanical Laws/Principles
(4 credit/6 contact hours)
Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDSY 1170 back to top
Industrial Mechanics
(4 credit/8 contact hours)
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 back to top
Magnetic Starters/Braking
(3 credit/5 contact hours)
Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing

magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDSY 1190 back to top
Fluid Power Systems
(4 credit/7 contact hours)
This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1195 back to top
Pumps & Piping Systems
(3 credit/5 contact hours)
This course provides instruction 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.

IDSY 1210 back to top
Industrial Motor Controls II
(4 credit/7 contact hours)
This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 back to top
Intermediate Industrial PLCs
(4 credit/8 contact hours)
This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230 back to top
Industrial Instrumentation
(4 credit/8 contact hours)
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 back to top
Maintenance for Reliability
(4 credit/6 contact hours)
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.

INDS 1100 back to top
Interior Design Fundamentals
(4 credit/5 contact hours)
Emphasizes the fundamentals of design. Topics include: The Design Process, Interior Space Planning Concepts, the Principles and Elements of Design, Furniture Arrangements and Traffic Patterns, Special Needs, Introduction to Green Design and Career Exploration.

INDS 1115 back to top
Tech Drawing/Interior Design
(4 credit/10 contact hours)
Emphasizes familiarization and skills in reading, production methods and interpreting construction drawings and graphic standards and introduces the application of drawing techniques used in interior design. Topics include: The role of working drawings, dimensioning practices, drawing representation methods, print reading, schedules and specifications, alphabet of lines, architectural style, geometric shapes, floor plan layouts, interior elevations, and interior pictorials.

INDS 1120 back to top
Codes/Build Sys/Interiors
(3 credit/3 contact hours)
Emphasizes familiarization with interior construction and service systems for interiors. Topics include: interior and exterior construction systems, building materials, construction documents, codes, sustainable building techniques and coordination with generalists and installers.

INDS 1125 back to top
Lighting Tech for Interiors
(2 credit/3 contact hours)
Provides basic knowledge of vision as affected by light, color, texture, and form. Introduces the basic principles of lighting design including criteria, calculations, planning, and layout. Topics include: lighting technology, lighting analysis, residential and contract lighting, lighting design, and lighting applications.

INDS 1130 back to top
Materials and Resources
(4 credit/4 contact hours)
Emphasizes the background knowledge necessary for selection of interior finishes for walls, floors (textile and non-textile), ceilings and other non-textile components needed in interior environments. Topics include: selection criteria and resourcing for interiors, documentation, specification and code compliance

for finish applications.

INDS 1135 back to top
Textiles for Interiors
(3 credit/4 contact hours)
Emphasizes the background knowledge necessary for the selection of natural and man-made textile finishes and materials needed in interior environments. Topics include: selection and resourcing for interiors, documentation and specification for selected textiles in design applications.

INDS 1145 back to top
CAD Fundamentals/Interiors
(3 credit/7 contact hours)
Introduces basic computer language and application of computers to the field of interior design. Topics include: introduction to CAD commands and applications, techniques of setting up a drawing, use of layering, execution of commands.

INDS 1150 back to top
Hist/Interiors/Architechture I
(3 credit/3 contact hours)
Emphasis is on historical foundations of furniture and architecture from the Ancient through the Renaissance. Topics include: historical architectural and furniture concepts, classical orders, furniture and architectural terminology, furniture and architectural construction and materials, and historic design development.

INDS 1155 back to top
Hist/Int/Architecture II
(3 credit/3 contact hours)
Emphasis is on historical foundations of furniture and architecture from the Baroque to the present. Topics include: historical architectural and furniture concepts, furniture and architectural terminology, furniture and architectural construction and materials and historic design development.

INDS 1160 back to top
Interiors Seminar
(3 credit/5 contact hours)
Emphasizes professional development through career resources and artistic exploration. Topics include: Informational Interviewing, networking, cultural development, and artistic exploration.

INDS 1165 back to top
Interior Design Sales
(3 credit/4 contact hours)
Emphasizes skills necessary for successful communication in the field of sales in the interior design industry. Topics include communication methods, buying motives, product knowledge, prospecting and approach, product presentation, sale closing, account servicing and handling objections.

INDS 1170 back to top
Interior Internship
(3 credit/9 contact hours)
Provides students with in-depth application and reinforcement of interiors and employability principles in an actual job setting. This internship allows the student to become involved in intensive on-the-job interiors applications that require full-time concentration, practice, and follow through. The interiors internship is implemented through the use of written individualized training plans, written performance evaluations, required seminars, a required student project, and lab activities. Topics include: application of interiors principles; problem solving; adaptability to job setting; use of proper interpersonal skills; development of constructive work habits and appropriate work ethic, with consideration of factors such as confidentiality; and concentrated development of productivity and quality job performance through practice.

INDS 2210 back to top
Design Studio I
(3 credit/6 contact hours)
Introduces current generation technology for use in design presentations. Topics include: Technological communications used within the design profession.

INDS 2215 back to top
Design Studio II
(3 credit/6 contact hours)
Provides students with long and short term projects which address real-life design situations and requires competence in solving design problems with an emphasis on residential design. Topics include: application of the principles and elements of design, space planning, materials selections, graphic presentation, project documentation and delivery, client presentation techniques.

INDS 2230 back to top
Design Studio III
(3 credit/7 contact hours)
Provides students with long and short term projects which address real-life design situations and begins to develop competence in solving residential and commercial design problems. This course continues the studio experiences of INDS 2215, Design Studio II. Topics include: Application of the principles and elements of design, space planning, materials selection, graphic presentation, project documentation and implementation, client presentation techniques.

INDS 2240 back to top
BUSN Practices/Design Prof
(4 credit/7 contact hours)

Capstone class utilizing all skills, knowledge, and techniques required for successful business practices in the design industry. Topics include: Professional Skill Development,Business Development Strategies, Establishing Successful Client Relationships, Resources and Service Providers,and a Portfolio Exhibit.

LETA 2120 back to top
Fund. Spanish for Law Enfc.
(2 credit/2 contact hours)
This course will expose law enforcement personnel to common words and phrases that will assist in completing law enforcement tasks. Students will understand the importance of Spanish language training to the law enforcement profession. Students will be familiar words and phrases that are warning signs of danger. Students will also learn terms that assist them in conducting traffic stops, interviews of witnesses and suspects as well as maintaining control and affecting arrest.

MAET 1000 back to top
Safety Marine Fund & Prec Meas
(3 credit/4 contact hours)
Introduces basic concepts and practices necessary for safe and effective marine shop operation as well as the use of precision measuring instruments used to accurately check various engine, gearcase, and other components used in marine engines and accessories.

MAET 1025 back to top
Marine Engine Fund & Servicing
(4 credit/8.6 contact hours)
Introduces basic concepts of 2-stroke and 4-stroke engine theory and service. Topics include: 2-stroke and 4-stroke engine fundamentals, cylinder head and valve train servicing, short block servicing, 2-stroke and 4-stoke engine diagnosis, and block repair methods.

MAET 1045 back to top
Marine Engine Electrical Syst
(4 credit/6.467 contact hours)
Introduces electrical and electromagnetic theory and their application to marine engine electrical and electronic systems. Basic principles, diagnosis, service and repair of marine batteries, starting systems, starting system components, alternators and regulators are also emphasized. Topics include: electromagnetic theory, electrical theory, electrical test equipment, Ohm's law, battery application and service, starting and charging systems, starting and charging system components, recoil starter servicing, and diagnostic procedures.

MAET 1070 back to top
Marine Engine Ignition Systems
(3 credit/6 contact hours)
Emphasizes the fundamental theory, diagnosis, repair and service of conventional, electronic and computer controlled marine ignition systems. Topics include: ignition system principles, ignition system components, diagnostic procedures, and performance analysis.

MAET 1085 back to top
Marine Engine Fuel Systems
(4 credit/6.533 contact hours)
Introduces fuel system theory, diagnosis, repair, and service for engines with carburetion systems or electronic fuel injection systems. Topics include: fuel types and additives, fuel system components, carburetor theory, oil injection systems, diagnostic and service procedures for carburetion systems, electronic fuel injection theory, electronic fuel injection components, direct fuel injection theory, and electronic fuel injection diagnostic and repair procedures.

MAET 1100 back to top
Marine Engine Cooling Systems
(2 credit/3.333 contact hours)
Emphasizes the basic principles, diagnosis, service and repair of marine cooling systems. Topics include: cooling system fundamentals, cooling system components, and diagnostics and servicing.

MAET 1125 back to top
Marine Drive Systems
(5 credit/8.333 contact hours)
Emphasizes the basic principles, diagnosis, service and repair of marine outdrive and transom bracket assemblies as well as outboard gear cases. Topics include: transom bracket servicing, upper gear case servicing, and lower gear case servicing.

MAET 1150 back to top
Marine Accessories
(4 credit/6.666 contact hours)
Emphasizes rigging, propping, and the basic principles, diagnosis, service and repair of marine hydraulic trim and tilt systems. Topics include: rigging, propping, outboard midsection servicing, hydraulic system fundamentals, and trim and tilt servicing.

MAST 1010 back to top
Legal/Ethic Concerns/Med Off
(2 credit/2 contact hours)
Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant*s role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAST 1030 back to top
Pharmacology/Med Office
(4 credit/4 contact hours)
Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1060 back to top
Medical Office Procedures
(4 credit/5 contact hours)
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

MAST 1080 back to top
Medical Assisting Skills I
(4 credit/9 contact hours)
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

MAST 1090 back to top
Medical Assisting Skills II
(4 credit/9 contact hours)
Furthers student knowledge of the more complex activities in a physician*s office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAST 1100 back to top
Medical Insurance Mgmt
(2 credit/4 contact hours)
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAST 1110 back to top
Administrative Practice Mgmt
(3 credit/6 contact hours)
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAST 1120 back to top
Human Diseases
(3 credit/4 contact hours)
Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted inlcuding: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAST 1170 back to top
Medical Assisting Externship
(6 credit/18 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

MAST 1180 back to top
Medical Assisting Seminar
(3 credit/3 contact hours)
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.

MATH 0090 back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operation, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module. MATH 0090Q

MATH 0090A back to top
Learning Support Mathematics
(1 credit/1 contact hours)
A review of basic mathematical skills used in the solution of occupational and technical problems, including fractions, decimals, percentages, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics, with supplementary instruction in math study skills, reducing math anxiety, learning styles, and time management. *Co-Requisite: MATH 1012A MATH 1012A

MATH 0090B back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course is an in-depth study of basic and intermediate algebra skills, including introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations. *Co-Requisite: MATH 0090Q MATH 0090Q

MATH 0090C back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course is an in-depth review of basic and intermediate algebra skills, including introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations. Successful completion of MATH 0090Q is a prerequisite for this course.

MATH 0090Q back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course is an in-depth study of basic and intermediate algebra skills, including introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, with supplementary instruction in math study skills, reducing math anxiety, learning styles, and time management. *Co-Requisite: MATH 0090B MATH 0090B

MATH 1011 back to top
Business Math
(3 credit/3 contact hours)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

MATH 1012 back to top
Foundations of Mathematics
(3 credit/3 contact hours)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MATH 1012A back to top
Foundations of Mathematics
(3 credit/3 contact hours)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percentages, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics. *Co-Requisite: MATH 0090A MATH 0090A

MATH 1013 back to top
Algebraic Concepts
(3 credit/3 contact hours)
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015 back to top
Geometry & Trigonometry
(3 credit/3 contact hours)
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1100 back to top
Quantitative Skills/Reasoning
(3 credit/3 contact hours)
Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

MATH 1101 back to top
Mathematical Modeling
(3 credit/3 contact hours)
Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

MATH 1103 back to top
Quantitative Skills/Reasoning
(3 credit/3 contact hours)
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.

MATH 1111 back to top
College Algebra
(3 credit/3 contact hours)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

MATH 1112 back to top
College Trigonometry
(3 credit/3 contact hours)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113 back to top
Precalculus
(3 credit/3 contact hours)
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MATH 1127 back to top
Introduction to Statistics
(3 credit/3 contact hours)
Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

MATH 1131 back to top
Calculus I
(4 credit/4 contact hours)
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MATH 1132 back to top
Calculus II
(4 credit/4 contact hours)
This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations,improper integrals, sequences, and series.

MCHT 1011 back to top
Intro to Machine Tool
(4 credit/6 contact hours)
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 back to top
Print Reading for Machine Tool
(3 credit/3 contact hours)
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 back to top
Machine Tool Math
(3 credit/5 contact hours)
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 back to top
Heat Treatment/Surface Grind
(4 credit/6 contact hours)
Provides instruction in the setup, operations, 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 1119 back to top
Lathe Operations I
(4 credit/6 contact hours)
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 back to top
Mill Operations I
(4 credit/6 contact hours)
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 back to top
Lathe Operations II
(4 credit/6 contact hours)
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

MCHT 1220 back to top
Mill Operations II
(4 credit/6 contact hours)
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.

MCTX 2250 back to top
Mechatronics Capstone
(3 credit/4.3 contact hours)
This capstone course is the final project for 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.

MEGT 1010 back to top
Manufacturing Processes
(3 credit/4 contact hours)
This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

MEGT 1321 back to top
Machining & Welding
(2 credit/4 contact hours)
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.

MEGT 2030 back to top
Statics
(3 credit/3 contact hours)
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.

MEGT 2080 back to top
Strength of Materials
(3 credit/6 contact hours)
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.

MEGT 2100 back to top
Manufacturing Quality Control
(3 credit/5 contact hours)
This course introduces statistical quality control and quality assurance techniques in manufacturing processes. Topics include: fundamentals of Six Sigma methodology, creating customer focus, statistical control techniques, control charts, process capability, failure modes and effects analysis (FMEA), teams and teamwork, leadership and strategic planning, optimization and reliability studies, lean manufacturing, and inspection tools and practices. The course is an effective training aid for those preparing to take the American Society for Quality (ASQ) Certified Quality Inspector (CQI) examination. Students will perform

lab exercises applying quality concepts, tools and techniques to realistic industry examples.

MGMT 1100 back to top
Principles of Management
(3 credit/3 contact hours)
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 back to top
Organizational Behavior
(3 credit/3 contact hours)
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 back to top
Employment Rules & Regs
(3 credit/3 contact hours)
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 back to top
Leadership
(3 credit/3 contact hours)
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 back to top
Introduction to Business
(3 credit/3 contact hours)
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 back to top
Business Ethics
(3 credit/3 contact hours)
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 back to top
Managerial Acct/Finance
(3 credit/3 contact hours)
The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

MGMT 2115 back to top
Human Resource Management
(3 credit/3 contact hours)
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 back to top
Labor Management Relations
(3 credit/3 contact hours)
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 back to top
Performance Management
(3 credit/3 contact hours)
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 2155 back to top
Quality Management Principles
(3 credit/3 contact hours)
Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

MGMT 2210 back to top
Project Management
(3 credit/3 contact hours)
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 back to top
Team Project
(3 credit/3 contact hours)
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MKTG 1100 back to top
Principles of Marketing
(3 credit/3 contact hours)
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 back to top
Business Regs/Compliance
(3 credit/3 contact hours)
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 back to top
Professional Selling
(3 credit/3 contact hours)
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1190 back to top
Integrated MKTG Communications
(3 credit/3 contact hours)
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 back to top
Service Marketing
(3 credit/3 contact hours)

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 back to top
Visual Merchandising
(3 credit/4 contact hours)
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

MKTG 1370 back to top
Consumer Behavior
(3 credit/3 contact hours)
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 back to top
Global Marketing
(3 credit/3 contact hours)
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

MKTG 2010 back to top
Small Business Management
(3 credit/3 contact hours)
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 2070 back to top
Buying & Merchandising
(3 credit/3 contact hours)
Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

MKTG 2090 back to top
Marketing Research
(3 credit/3 contact hours)
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

MKTG 2210 back to top
Entrepreneurship
(6 credit/8 contact hours)
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

MKTG 2290 back to top
Marketing Practicum
(3 credit/9 contact hours)
This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

MKTG 2300 back to top
Marketing Management
(3 credit/4 contact hours)
This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

MKTG 2500 back to top
Exploring Social Media
(3 credit/3 contact hours)
This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

MKTG 2550 back to top
Analyzing Social Media
(3 credit/3 contact hours)
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

MSCS 1010 back to top
Essential/Medical Esthetics
(3 credit/3 contact hours)
This course introduces the common skin conditions that motivate patients to seek professional treatment and how to identify certain medical conditions, in addition to the basic chemical reactions that take place in the skin. The student will develop the skills to treat conditions resulting from the environment, heredity, and lifestyles.

MSCS 1020 back to top
Adv Med Skin Care Treatment
(2 credit/3 contact hours)
This course introduces the various diseases and conditions of the skin, common skin allergens and reactions, and results of changes in skin characteristics. The student will have knowledge of types of skin injuries and how the skin is regenerated. The student will develop the skills to treat conditions resulting from the environment, heredity, and lifestyles. The student will perform multiple skin regenerating procedures.

MSVT 1000 back to top
Intro Motorsports/Race Sys
(3 credit/5 contact hours)
This course provides an introduction to the Motorsports industry, teams, support industries, tools, precision measurement, shop safety basics, and track and transporter safety and basics. It also provides discussion of and practical work on race vehicle systems such as chassis design, suspension and steering, engines, ignition, cooling, lubrication, clutch, transmissions, drive axles and brakes.

MSVT 1010 back to top
Electrical Systems
(4 credit/5 contact hours)
This course introduces the fundamental theory, diagnosis, repair and service of conventional and electronic automotive systems including electrical systems, wiring methods, wiring diagrams, mechanical wiring connections, soldering, and data acquisition.

MSVT 1020 back to top
Motorsports Machine Tool
(4 credit/6 contact hours)
This course introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. There will be an emphasis on motorsports specific projects.

MSVT 1030 back to top
Motorsports Welding
(3 credit/4 contact hours)
This course introduces welding techniques commonly used in motorsports including MIG and TIG welding, plasma cutting, welding of tubing and light gauge metals specific to motorsports.

MSVT 1040 back to top
Gear Box & Final Drives
(4 credit/6 contact hours)
This course introduces fundamental components, power flow, drive line theory, types of racing transmissions and drive trains, computation of gear ratios, RPM factors, and vehicle speeds related to transmission and gear ratios. The course involves removal and replacement of transmission and rear gears in race vehicles, disassembly and diagnosis, reassembly and precision measurements involved in the procedures.

MSVT 1050 back to top
Fabrication Techniques
(6 credit/14 contact hours)
This course introduces basic welding, machining, metal fabrication techniques, and print reading used daily in the racing shop. This course furthers basic fabrication skills including tube bending, advanced welding techniques, and print reading. Students will be assigned a motorsports related fabrication project.

MSVT 1090 back to top
Motorsports Internship
(4 credit/12 contact hours)
This course provides students with general on-site experience at a motorsports facility.

MSVT 2000 back to top
Motorsports Composites
(5 credit/10.53 contact hours)
This course introduces the student to different types of racing chassis with an emphasis on carbon fiber IRL and Champ Car chassis.

MSVT 2005 back to top
Body/Chassis Design/Fabricatio
(5 credit/10 contact hours)
This course provides the student with the opportunity to design and fabricate the structural body and chassis of a racing car. Topics include: machine safety, stationary equipment, bend allowance, fasteners layout, parts fabrication, special fasteners, geometric functions, fabrication equipment safety, chassis design and layout, chassis parts fabrication, and the identification and proper selection of suspension components.

MSVT 2010 back to top
Engine Design Bldg/Testing
(3 credit/8 contact hours)
This course introduces gasoline internal combustion engine design, components and functions. The course includes precision measurement of components, removal and replacement of race vehicle engine assemblies and related components, disassembly and reassembly of racing engines including push rod and over head cam designs, precision measurements, test procedures, engine run stand and dyno testing.

MSVT 2020 back to top
Race Car Preparation/Testing
(3 credit/6 contact hours)
This course teaches the student the proper vehicle checks prior to a track session. Students will be trained in the proper system checks, transporter preparation, track side tool organization, transporter loading techniques and race track procedures. This course also addresses proper vehicle set up and geometry, vehicle corner weight scaling, all adjustment parameters, trackside adjustments and components changes, shock dynoing, and spring rating.

MSVT 2030 back to top
Composites Applications
(3 credit/6 contact hours)
Provides an opportunity to perform creative and critical thinking skills needed to manufacture and/or repair composite parts/structures. Emphasis is placed on planning, mold making, composite materials, and sequencing operations.

MSVT 2090 back to top
Motorsports Internship II
(4 credit/12 contact hours)
This course provides students with advanced skills and specialized on-site experience at a motorsports facility.

MUSC 1101 back to top
Music Appreciation
(3 credit/3 contact hours)
Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

NAST 1100 back to top
Nurse Aide Fundamentals
(6 credit/9 contact hours)
Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

PHAR 1000 back to top
Pharmaceutical Calculations
(4 credit/4 contact hours)
This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHAR 1010 back to top
Pharmacy Tech Fundamentals
(5 credit/6 contact hours)
Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 back to top
Principles of Dispensing Meds
(4 credit/6 contact hours)
This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHAR 1030 back to top
Principles/Sterile Meds Prep
(4 credit/6 contact hours)
Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PHAR 1040 back to top
Pharmacology
(4 credit/4 contact hours)
The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHAR 1055 back to top
Pharmacy Asst Practicum
(5 credit/15 contact hours)
This course orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant. Topics include: purchasing, packaging and labeling drugs; distribution systems; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; contamination control; storage and control; pharmacy equipment, and health care organizational structures.

PHAR 2060 back to top
Adv Pharmacy Tech Principles
(3 credit/4 contact hours)
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.

PHAR 2070 back to top
Adv. Pharmacy Tech Practicum
(5 credit/15 contact hours)
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.

PHLT 1030 back to top
Introduction to Venipuncture
(3 credit/4 contact hours)
Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050 back to top
Clinical Practice
(5 credit/15 contact hours)
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.

PHTA 1110 back to top
Intro to Physical Therapy
(2 credit/3 contact hours)
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.

PHTA 1120 back to top
Patient Care Skills
(3 credit/7 contact hours)
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.

PHTA 1130 back to top
Functional Anatomy/Kinesiology
(3 credit/6 contact hours)
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.

PHTA 1140 back to top
Physical Therapy Procedures
(4 credit/8 contact hours)
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.

PHTA 2110 back to top
Pathology
(4 credit/6 contact hours)

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.

PHTA 2120 back to top
Rehabilitation
(3 credit/7 contact hours)
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.

PHTA 2130 back to top
Physical Therapy Procedures II
(4 credit/8 contact hours)
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.

PHTA 2140 back to top
Clinical Education
(4 credit/12 contact hours)
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.

PHTA 2150 back to top
Pathology II
(4 credit/7 contact hours)
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.

PHTA 2160 back to top
Rehabilitation II
(3 credit/7 contact hours)
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.

PHTA 2170 back to top
Kinesiology II
(3 credit/6 contact hours)
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.

PHTA 2180 back to top
Clinical Education II
(4 credit/12 contact hours)
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.

PHTA 2190 back to top
Clinical Education III
(7 credit/21 contact hours)
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.

PHTA 2200 back to top
Phys Therapist Asst Seminar
(1 credit/2 contact hours)
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.

PHYS 1110 back to top
Conceptual Physics
(3 credit/3 contact hours)
Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics. PHYS 1110L

PHYS 1110L back to top
Conceptual Physics Lab I
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics. PHYS 1110

PHYS 1111 back to top
Introductory Physics I
(3 credit/3 contact hours)
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics. PHYS 1111L

PHYS 1111L back to top
Introductory Physics Lab I
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound. PHYS 1111

PHYS 1112 back to top
Introductory Physics II
(3 credit/3 contact hours)
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction). PHYS 1112L

PHYS 1112L back to top
Introductory Physics Lab II
(1 credit/3 contact hours)
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. PHYS 1112

PNSG 2010 back to top
Intro Pharm/Clinical Calc
(2 credit/4 contact hours)
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

PNSG 2030 back to top
Nursing Fundamentals
(6 credit/11 contact hours)
An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/bloodborne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 back to top
Nursing Fundamentals Clinical
(2 credit/6 contact hours)
An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

PNSG 2210 back to top
Medical Surgical Nursing I
(4 credit/5 contact hours)
Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220 back to top
Medical Surgical Nursing II
(4 credit/5 contact hours)
This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

PNSG 2230 back to top
Medical Surgical Nursing III
(4 credit/5 contact hours)
This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

PNSG 2240 back to top
Medical Surgical Nursing IV
(4 credit/5 contact hours)
This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2250 back to top
Maternity Nursing
(3 credit/3 contact hours)
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2255 back to top
Maternity Nursing Clinical
(1 credit/3 contact hours)
Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2310 back to top
Med/Surg Nursing Clinical I
(2 credit/6 contact hours)
This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2320 back to top
Med/Surg Nursing Clinical II
(2 credit/6 contact hours)
This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2330 back to top
Med/Surg Nursing Clinical III
(2 credit/6 contact hours)
This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2340 back to top
Med/Surg Nursing Clinical IV
(2 credit/6 contact hours)
This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2410 back to top
Nursing Leadership
(1 credit/1 contact hours)
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

PNSG 2415 back to top
Nursing Leadership Clinical
(2 credit/6 contact hours)
Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

POLS 1101 back to top
American Government
(3 credit/3 contact hours)
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

POLS 2401 back to top
Global Issues
(3 credit/3 contact hours)
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.

PSYC 1010 back to top
Basic Psychology
(3 credit/3 contact hours)
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

PSYC 1101 back to top
Introductory Psychology
(3 credit/3 contact hours)
Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

PSYC 2103 back to top
Human Development
(3 credit/3 contact hours)
Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

PSYC 2250 back to top
Abnormal Psychology
(3 credit/3 contact hours)
Emphasizes the nature and causes of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications of psychological disorders; and etiology and treatment considerations.

PTNG 1100 back to top
Patient Nav & Health System
(3 credit/3 contact hours)
This introductory course to the Patient Navigator TCC discusses the role of the patient navigator in the U.S. healthcare system. Topics include: barriers to healthcare, patient navigation history, patient rights and responsibilities and the role of the patient navigator.

PTNG 1110 back to top
Chronic Disease Impact
(3 credit/3 contact hours)
This course reviews chronic diseases which are common in the United States and how risk factors play a role in the prevalence and incidence of chronic disease. Topics include: chronic diseases, risk factors and beneficial behaviors.

PTNG 1120 back to top
Preventive Healthcare
(3 credit/3 contact hours)
This course focuses on ways to encourage and support wellness and preventive health practices in the general population. Topics include: effective communication, stages of change, and factors in disease prevention.

PTNG 1130 back to top
Navigating Healthcare Sys
(3 credit/3 contact hours)
This course focuses on health care systems in the United States. Topics include: health care systems, roles of the health care team, data management, payment, and legal rights and ethics.

RADT 1010 back to top
Introduction to Radiology
(4 credit/5 contact hours)
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

RADT 1030 back to top
Radiographic Procedures I
(3 credit/5 contact hours)
Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 back to top
Radiographic Procedures II
(3 credit/5 contact hours)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

RADT 1065 back to top
Radiologic Science
(2 credit/2 contact hours)
Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

RADT 1075 back to top
Radiographic Imaging
(4 credit/5 contact hours)
The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (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; 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 acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 back to top
Radiologic Equipment
(3 credit/4 contact hours)
Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1200 back to top
Principles/Rad Bio/Protection
(2 credit/2 contact hours)
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

RADT 1320 back to top
Clinical Radiography I
(4 credit/12 contact hours)
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RADT 1330 back to top
Clinical Radiography II
(7 credit/21 contact hours)
Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2090 back to top
Radiographic Procedures III
(2 credit/4 contact hours)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck,thorax and abdomen.

RADT 2201 back to top
Intro to Computed Tomography
(2 credit/2 contact hours)
Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

RADT 2210 back to top
Computed Tomogr Physics Instru
(5 credit/5 contact hours)
Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

RADT 2220 back to top
Computed Tomography Proced. I
(3 credit/3 contact hours)
Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

RADT 2230 back to top
Computed Tomography Proced II
(3 credit/3 contact hours)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

RADT 2250 back to top
Computed Tomography Clinic I
(4 credit/12 contact hours)
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2260 back to top
Radiologic Technology Review
(3 credit/3 contact hours)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RADT 2265 back to top
Computed Tomography Clinic II
(4 credit/12 contact hours)
Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2340 back to top
Clinical Radiography III
(6 credit/18 contact hours)
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2360 back to top
Clinical Radiography IV
(9 credit/27 contact hours)
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.

RCAT 1000 back to top
Residential Care Fundamentals
(3 credit/3 contact hours)
This course will introduce the student to the basic concepts of caring for the elderly or disabled client in a residential care or home environment. Topics include roles and responsibilities, cultural diversity, nutrition, safety, elder abuse and neglect, specific disease processes, and infection control.

RCAT 1030 back to top
Residential Care Procedure
(5 credit/9 contact hours)
This course will will introduce the student to skills needed when caring for a client in a residential care facility or similar environments. The student will practice the skills and demonstrate competency prior to practical experience in a facility. Topics include personal care, bedrest care, vital signs, oxygen therapy, wheelchair use and body mechanics.

READ 0090 back to top
Learning Support Reading
(3 credit/3 contact hours)
This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students progress at their own pace to master each module.

READ 0097 back to top
Reading II
(3 credit/3 contact hours)
Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

READ 0098 back to top
Reading III
(3 credit/3 contact hours)

Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RELG 1101 back to top
World Religions
(3 credit/3 contact hours)
Introduction to World Religions is a survey course of the history, practice, and modern relevance of the world's religious traditions. Through the study of religion and its influence on history and culture, greater insight and understanding of diverse populations can be attained. Topics include an overview of significant religious traditions from around the world, critical analysis of the relationships between religions and artistic traditions, and critical analysis of the influence of religion on culture, politics, and history.

RNSG 1515 back to top
Nursing Pharmacology
(4 credit/6 contact hours)
This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. This course also enhances the basic mathematical concepts utilized in calculating medication dosages for safe administration to clients throughout the lifespan. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications. This course utilizes activities that stimulate critical thinking.

RNSG 1540 back to top
Fundamentals of Nursing
(7 credit/11 contact hours)
This course provides an introduction to nursing and roles of the nurse, as well as profession related and client care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in the laboratory and clinical settings. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will introduce the student to the application of theoretical concepts and implementation of safe client care to adults in a variety of healthcare settings.

RNSG 1550 back to top
Medical Surgical Nursing I
(7 credit/11 contact hours)
This course focuses on the care of adult clients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with alterations within selected body systems and will enhance concepts taught in previous nursing courses. The role of the nurse as a provider will include: patient-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

RNSG 1560 back to top
Mental Health Nursing
(3 credit/5 contact hours)
This course focuses on the care of clients experiencing mental disorders. Emphasis is placed on management of clients facing emotional and psychological stressors, as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to clients experiencing mental disorders. This course is a study of nursing care of mental health clients throughout the lifespan. Application of the concepts of caring and transitions related to mental growth and health is introduced.

RNSG 2510 back to top
Medical Surgical Nursing II
(4 credit/6 contact hours)
This course reinforces theory and fundamental nursing skills and the concepts of adult health nursing. The nursing process is used as a framework to organize content and deliver nursing care. Students use critical thinking as the basis for decision regarding planning, intervention and evaluation when caring for clients with medical-surgical disorders. Pharmacological principles are integrated throughout the course. Simulated laboratory and clinical settings provide an opportunity to develop competency in nursing skills and caring in nursing practice. Clinical opportunities are provided in a variety of medical- surgical settings. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

RNSG 2520 back to top
Maternal-Child Nursing
(5 credit/8 contact hours)
This course provides an integrative, family-centered approach to the care of women, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in clients. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings and nursing in the community and acute care setting. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to women, newborns, and children in selected settings.

RNSG 2550 back to top
Medical Surgical Nursing III
(8 credit/16 contact hours)
In this course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, Preceptorship experiences, and leadership opportunities. These reality-based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload. The student will gain knowledge in the system of classification/prototypes of drugs according to body systems.

SOCI 1101 back to top
Introduction to Sociology
(3 credit/3 contact hours)
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.

SOLR 1000 back to top
Intro to Solar Energy Industry
(2 credit/3 contact hours)
Provides a brief overview of solar energy technologies and customer service as well as an introduction to site assessment methods. Topics include basic principles and history of solar energy technologies, key types, features, and benefits of solar systems, solar energy professionalism and customer service, and an introduction to solar site assessment.

SOLR 1010 back to top
Intro Solar Energy Mfg Lab
(1 credit/2 contact hours)
Provides an overview of solar PV and solar thermal manufacturing, testing, and standards concepts. This course demonstrates the importance of manufacturing processes and high quality products in the solar energy industry. Lab experiences include observation and hands-on participation in manufacturing processes and product review.

SOLR 1020 back to top
Const/Bldg Codes for Solar
(3 credit/5 contact hours)
Provides the basic knowledge of materials and methods used in construction for both PV and thermal solar energy installations, reinforces safety practices, and covers building codes and standards relevant to the installation of renewable energy systems. Topics include basic construction materials and methods, building codes and standards, roofing basics, materials and safety, foundation basics and safety, mounting options, information, tools, supplies and equipment needed for mounting, PV and thermal array roof mounting, and PV and thermal ground and pole mounting.

SOLR 1030 back to top
Solar Energy Wiring
(3 credit/5 contact hours)
Teaches the fundamental concepts of solar industrial wiring with an emphasis on installation procedures. Related aspects of wiring for PV circuits is introduced. Topics include grounding; raceway installation; branch and feeder circuit; switches, receptacles, and cord connectors; wire sizing; overcurrent protection; NEC requirements; and basic solar wiring concepts.

SOLR 1040 back to top
Water System Fundamentals
(2 credit/3 contact hours)
Provides an introductory survey of basic plumbing principles and practices in solar thermal systems. Applicable plumbing codes are discussed and materials covered offer an introduction to tasks identified in the NABCEP solar thermal task list. Topics include properties of water; plumbing materials; pipes, fittings, and valves; hanger and supports; joining techniques; water supply systems; valves, pumps, and meters; water treatment; water mains and services; hot water supply; and design and installation of water supply systems.

SOLR 1050 back to top
Entry Level PV Knowledge
(4 credit/6 contact hours)
Provides the entry-level knowledge to prepare students to take the NABCEP Entry Level PV Knowledge certification exam and to enroll in more advanced solar energy courses. This course covers the basic knowledge, comprehension, and application of key terms and concepts of photovoltaic system operations. Topics include PV markets and applications; safety basics; electricity basics; solar energy fundamentals; PV module fundamentals; system components; PV system sizing; PV system electrical and mechanical designs; and performance analysis, maintenance, and troubleshooting.

SOLR 1060 back to top
Entry Level Solar Thermal
(4 credit/7 contact hours)
Provides entry-level knowledge to prepare students to take the NABCEP entry-level solar thermal

knowledge certification exam. This course provides an overview of the knowledge required for entry-level work in solar thermal installation and covers the basic knowledge, comprehension, and application of key terms and concepts in solar thermal system operations. Topics include solar thermal system site analysis, solar thermal systems for specific climates and applications, solar thermal operation and installation methods, use of solar thermal system balance of system components and materials, and solar thermal system maintenance and troubleshooting.

SOLR 1070 back to top
Photovoltaic Wiring Circuits
(2 credit/3 contact hours)
Provides a study of wiring circuits and installation used in solar energy systems. Materials covered reflect electrical wiring tasks identified by NABCEP. Topics include NEC requirements for solar energy system installation and PV wiring circuits.

SOLR 2010 back to top
PV Site Assess/Design
(4 credit/7 contact hours)
Continues to develop the knowledge and skills needed to assess and evaluate residential and commercial sites for solar PV installations for both roof and ground mounted systems. This course provides in-depth theory and practice required to design solar PV systems for both roof and ground mounted PV systems as well as residential and commercial installations. Topics include designing PV systems, managing the PV project, conducting PV maintenance and troubleshooting activities, and site assessment and conceptual design for PV technical sales.

SOLR 2020 back to top
PV Sys Install/Follow Up
(2 credit/4 contact hours)
Provides in-depth theory and practice required to install, operate, and maintain PV systems. This course is applicable to both roof and ground mounted PV systems as well as residential and commercial installations. Students will gain hands-on experience installing, operating, and monitoring PV system components. Topics include installing PV system electrical components, installing PV system mechanical components, completing PV system installation, and conducting PV maintenance and troubleshooting activities.

SOLR 2030 back to top
PV Install Prof Preparation
(1 credit/3 contact hours)
Provides a capstone review of knowledge and skills from the PV curriculum and emphasizes new developments in task lists, study guides, and knowledge and practices required for PV Installer certification. This course will help students become familiar with PV Installer certification requirements and requirements for candidacy and will help eligible candidates and those seeking to become eligible to prepare for the NABCEP PV Installer certification examination. Topics include PV system knowledge review for installers, PV installer updates, NABCEP Installer certification examination requirements and eligibility documentation, and PV Installer certification examination preparation.

SOLR 2040 back to top
PV Technical Sales I
(3 credit/4 contact hours)
Provides in-depth study of aspects of PV systems installation sales. All aspects of this course are dependent on technical knowledge but simultaneously address the concerns and perspective of the customer and each task and required knowledge in the NABCEP PV Technical Sales task list through lectures, practical projects, and simulations. Topics include customer qualifications, site analysis, and conceptual design for sales.

SOLR 2050 back to top
PV Technical Sales II
(3 credit/6 contact hours)
Provides in-depth study of aspects of technical sales for PV system installations. All aspects of this course are dependent on technical knowledge but simultaneously address the concerns and perspective of the customer and each task and required knowledge in the NABCEP PV Technical Sales task list through lectures, practical projects, and simulations. Topics include financial costs, incentives, and savings; financial benefit analysis and financing and required background knowledge; non-financial benefit analysis; performance analysis and required background knowledge; and proposal preparation and background knowledge.

SOLR 2060 back to top
PV Tech Sales Prof Prep
(1 credit/3 contact hours)
Provides a capstone review of knowledge and skills from the PV Technical Sales curriculum and emphasizes new developments in task lists, study guides, and knowledge and practice required for the NABCEP PV Technical Sales certification. This course will help students become familiar with PV Technical Sales certification requirements and requirements for candidacy and will help eligible candidates and those seeking to become eligible to prepare for the NABCEP PV Technical Sales certification examination. Topics include PV technical sales knowledge review, PV technical sales updates, NABCEP PV Technical Sales certification examination requirements and eligibility documentation, and PV Technical Sales certification examination preparation.

SPAN 1050 back to top
Spanish Culture and Community
(2 credit/2 contact hours)
This course will help students become more familiar with the Spanish culture and help hone Spanish communication skills and cultural knowledge to serve the needs of the Latino community in professional settings.

SPAN 1101 back to top
Intro to Spanish Lang/Culture

(3 credit/3 contact hours)
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. Not open to native speakers of Spanish.

SPAN 1102 back to top
Intro Spanish Lang./Culture II
(3 credit/3 contact hours)
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.

SPCH 1101 back to top
Public Speaking
(3 credit/3 contact hours)
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.

SURG 1010 back to top
Intro to Surgical Technology
(8 credit/14 contact hours)
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery.

SURG 1020 back to top
Principles of Surgical Tech
(7 credit/11 contact hours)
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures.

SURG 1080 back to top
Surgical Microbiology
(2 credit/2 contact hours)
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

SURG 1100 back to top
Surgical Pharmacology
(2 credit/3 contact hours)
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SURG 2030 back to top
Surgical Procedures I
(4 credit/4 contact hours)
Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; and otorhinolaryngologic surgery.

SURG 2040 back to top
Surgical Procedures II
(4 credit/4 contact hours)
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery.

SURG 2110 back to top
Surgical Tech Clinical I
(3 credit/9 contact hours)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of

cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 back to top
Surgical Tech Clinical II
(3 credit/9 contact hours)
Introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for general and specialty surgery. Topics include: participation in and/or observation of general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SURG 2130 back to top
Surgical Tech Clinical III
(3 credit/9 contact hours)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2140 back to top
Surgical Tech Clinical IV
(3 credit/9 contact hours)
Provides opportunities for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: independent case preparation and implementation of intraoperative skills as primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.

SURG 2240 back to top
Seminar in Surgical Technology
(2 credit/2 contact hours)
Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

WELD 1000 back to top
Intro Welding Technology
(4 credit/6 contact hours)
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1010 back to top
Oxyfuel & Plasma Cutting
(4 credit/6 contact hours)
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1030 back to top
Blueprint Reading for WELD
(4 credit/6 contact hours)
This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1040 back to top
Flat Shielded Metal Arc Weld
(4 credit/6 contact hours)
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

WELD 1050 back to top
Horiz Shielded Metal Arc Weld
(4 credit/6 contact hours)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1060 back to top

Vert Shielded Metal Arc Weld
(4 credit/6 contact hours)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1070 back to top
Overhead Shielded Metal Arc
(4 credit/6 contact hours)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WELD 1090 back to top
Gas Metal Arc Welding
(4 credit/6 contact hours)
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WELD 1110 back to top
Gas Tungsten Arc Welding
(4 credit/6 contact hours)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WELD 1120 back to top
Preparation/Ind Qualification
(4 credit/6 contact hours)
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WELD 1150 back to top
Adv Gas Tungsten Arc Weld
(3 credit/5 contact hours)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WELD 1151 back to top
Fabrication Process
(3 credit/4 contact hours)
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152 back to top
Pipe Welding
(4 credit/7 contact hours)
Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WELD 1153 back to top
Flux Cored Arc Welding
(4 credit/6 contact hours)
Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

WELD 1154 back to top
Plasma Cutting
(3 credit/5 contact hours)
Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WELD 1156 back to top
Ornamental Iron Works
(4 credit/6 contact hours)

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

WELD 1330 back to top
Metal Welding/Cutting Tech
(2 credit/4 contact hours)
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.

WLET 1000 back to top
Intro to UNIX & Linux w/Script
(4 credit/7 contact hours)
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. Finally, the student will learn UNIX/Linux shell programming techniques necessary to understand and create shell script programs in an UNIX/Linux environment. Topics include: shell variables, shell script programs, logical and math operators, redirection and piping, and use of backslash, quotes and back quotes.

WLET 1005 back to top
Scripting for Wireless Tech
(2 credit/3 contact hours)
This course covers scripting techniques used in UNIX/Linux wireless networking applications. Topics include: conditional processing, looping structures, positional parameters, arrays, and functions.

WLET 2100 back to top
Antenna Fund/Apps in WLET
(3 credit/4 contact hours)
This course provides the student the foundational knowledge needed to understand electromagnetic wave propagation and the skills needed to safely choose and install the proper antenna based on the application. Topics will include electromagnetic frequencies, signal propagation, RF safety, radiation patterns, codes and standards related to antennas, installation practices, and troubleshooting.

WLET 2110 back to top
Mobile Transmission/Transport
(3 credit/3 contact hours)
The course is designed to give the student a working knowledge of the theory and technologies generally found in mobile communications. Topics include the electro-magnetic spectrum and transmission theory on copper, fiber, and air interfaces using electrical, light, and RF signals. Backhaul technologies are also discussed to give the student an understanding of how the mobile network is intertwined with switching offices and other nodes.

WLET 2120 back to top
Mobile Tech & Equipment
(3 credit/4 contact hours)
This course is designed to give the student a working knowledge of a complete mobile site including the radio equipment, ancillary equipment and other equipment and interfaces needed to commission a site and maintain a site. Topics include both theory and hands-on based exercises that allow a student to perform the duties of field technician/engineer.

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Special Information about the Catalog

This catalog is provided to assist new students in becoming acquainted with Lanier Technical College. It is designed as a guide to orient all students and participants in certificate, diploma, and degree programs, business and industry seminars, workshops and training sessions, and adult literacy education classes to the functions, organizations, policies, and procedures at Lanier Technical College. Each student should keep this catalog as a ready reference for questions that arise while attending the college.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution.

While the provisions of this catalog will ordinarily be applied as stated, Lanier Technical College reserves the right to change any provisions listed in this catalog 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 calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Office of Student Affairs, and an updated catalog and student handbook is available on-line at www.laniertech.edu.

It is especially important that students know that it is their responsibility to keep informed of all changes, including academic requirements for graduation. If you have a disability and need this material in an accessible format, please notify the ADA Coordinator at Lanier Technical College.

Equity Coordinator for the College & Sexual Harassment Officer for Students
Nancy Beaver, Vice President for Student Affairs
Building 200, Office 204-L
770-533-7001
nbeaver@laniertech.edu

Sexual Harassment Officer for Employees
Laura Elder, Vice President of Administrative Services
Building 100, Office 127-H
770-533-6901
lelder@laniertech.edu

ADA Coordinator
Allison Haynes, Coordinator of Disability Services
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The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

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

Effective Dec. 3, 2018, Lanier Technical College's new address will be: 2535 Lanier Tech Drive, Gainesville, GA 30507

Lanier Technical College Locations:

Hall Campus
2535 Lanier Tech Drive
Gainesville , GA 30507
Phone: 770-533-7000
Fax: 770-531-6328
Directions to this campus

Forsyth Campus
3410 Ronald Reagan Blvd
Cumming , GA 30041
Phone: 678-341-6600
Fax: 770-781-6951
Directions to this campus

Barrow Campus
965 Austin Road
Winder , GA 30680
Phone: 770-297-4500
Fax: 678-425-6997
Directions to this campus

Dawson Campus
408 Highway 9 North
Dawsonville , GA 30534
Phone: 706-216-5461 or 678-513-5200
Fax: 678-513-5220
Directions to this campus

Jackson Campus
631 South Elm Street
Commerce , GA 30529
Phone: 706-335-1931
Fax: 770-535-6299
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Adult Education

The Adult Education Program is a cost-free instructional program that is specifically designed for adults who have different needs, backgrounds, and skills. Therefore, the College offers a flexible program which meets the needs of any individual who wishes to participate. Three types of instruction extend from beginning reading and writing to high school completion through the General Education Development (GED) Program to English as a Second Language to American citizenship classes. The services are available in the counties of Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin.

1. **Adult Education /GED Preparation Instruction**

   Adult Basic Education provides instruction for reading readiness, basic mathematics skills, and an introduction to writing and basic grammar.

   Adult Secondary Education provides instruction in reading, science, social studies, grammar and writing skills, and mathematics. This level will develop the skills necessary for completion of the GED examination.

   Lanier Technical College is an official GED Testing Center. The test is administered at a variety of locations throughout our seven-county service delivery area each month. Successful completion of the GED Test qualifies an individual for a State of Georgia High School Equivalency Diploma. GED credentials are accepted by industry, government, licensing boards, technical colleges, arts and sciences colleges, universities, and employers as the equivalent to a high school education.

   The GED Test is a four-part test covering the following subject areas: Language Arts, Social Studies, Science, and Mathematics. The fee for GED testing is $160 and testing scholarships are often available.

2. **English as a Second Language (ESL)**

   Beginning ESL provides instruction in conversational English in life-coping skills and beginning basic reading and writing.

   Intermediate ESL provides continued development of conversational English in life-coping skills. This level will improve the student's speaking, listening, reading, and writing skills.

   Advanced ESL provides instruction in grammar and usage, and effective speaking and writing in English. This class provides pre-GED instruction for the foreign-born person wishing to achieve a High School Equivalency Certificate.

3. **ESL/Civics/American Citizenship Instruction**

   Civics and American history instruction prepare non-citizens to take the American citizenship test. Instruction covers the Constitution, American government, American customs, and historical events.

Adult Education Cost & Fees

There is no tuition charge for Adult Education and **ESL** classes. Books are provided free for classroom use. There is a $160 fee for the GED Tests. For further information on Adult Education, call 770-531-3356 between 8:00 a.m. and 6:00 p.m. Monday through Thursday or call one of our eight county locations:

- **Banks County Adult Education Center**
  127 Hudson Valley Rd.
  Homer, GA 30547
  706-677-4302

- **Barrow County Adult Education Center**
  89 East Athens Street
  Winder, GA 30680
  770-531-3361

- **Dawson County Adult Education Center**
  408 Highway 9 North
  Dawsonville, GA 30534
  678-513-5205

- **Forsyth County Adult Education Center**
  3410 Ronald Reagan Blvd
  Cumming, GA 30041
  678-341-6606 (Lanier Technical College Forsyth Campus)

- **Hall County Adult Education Center (ESL only)**
  4 1/2 Stallworth St.
  Gainesville, GA 30501
  770-531-3353

- **Wood's Mill Adult Education Center (GED only)**
  719 Woodsmill Road
  Gainesville, GA 30501
  770-531-3354

- **Jackson County Adult Education Center**
  631 South Elm Street
  Commerce, GA 30529
  770-535-6277 (Lanier Technical College Jackson Campus)

- **Lumpkin County Adult Education Center**
  150B Johnson Street
  Dahlonega, GA 30533
  706-867-2862

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Lanier Technical College Board of Directors

- James C. Dumas - Bank County
- Vacant - Barrow County
- Lanier Swafford - Dawson County
- Lynn Jackson, Chair - Forsyth County
- Jim Otwell - Forsyth County
- Enrique Montiel - Hall County
- Debbie Weber - Hall County
- James R. Shaw - Jackson County
- Laura James - Lumpkin County

State Board of Technical & Adult Education

- 1st Congressional District, Mary Flanders
- 2nd Congressional District, Richard Porter
- 3rd Congressional District, Frank S. "Chunk" Newman
- 4th Congressional District, Baoky N. Vu
- 5th Congressional District, Vacant
- 6th Congressional District, Dr. Lynn Cornett
- 7th Congressional District, Michael L. "Sully" Sullivan
- 8th Congressional District, Ben I. Copeland, Sr.
- 9th Congressional District, Dinah C. Wayne
- 10th Congressional District, Trey Sheppard
- 11th Congressional District, Jay Cunningham
- 12th Congressional District, Tommy David
- 13th Congressional District, Tim Williams
- 14th Congressional District, Joe W. Yarbrough
- Member-at-Large, Ben Bryant
- Member-at-Large, Doug Carter (Vice Chair)
- Member-at-Large, Shan Cooper
- Member-at-Large, Randall Fox
- Member-at-Large, Anne Kaiser (Chair)
- Member-at-Large, Robert "Buzz" Law
- Member-at-Large, Sylvia E. Russell
- Member-at-Large, Shirley Smith
- Member-at-Large, Phil Sutton

Technical College System of Georgia

- Matt Arthur

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Foundation Board of Trustees

- Brett Berto, Chairman
- Thomas R. Jennings, Treasurer
- Rep. Kevin Tanner
- James Askew
- Chuck Carter
- Brad Day
- Karin Guy
- Dr. Ralph Hopkins
- Blake House
- Joe Leonardo
- Dr. Jeffrey N. McIntire
- Tommy Sanders
- Roger Slaton
- Dinah Wayne

Ex-Officio

- Dr. Ray Perren, President
- Lauren Armour Pugh, VP, Institutional Advancement, Executive Director
  Lanier Technical College Foundation, Inc.
  2990 Landrum Education Drive
  Oakwood, GA 30566
  Office: 770-533-7034

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Economic Development

Lanier Technical College's Economic Development Division serves new, existing, and expanding businesses and industries in Banks, Dawson, Forsyth, Hall, Jackson, Barrow and Lumpkin counties. Economic Development programs range from workshops to needs analysis and customized training. Programs are tailored to meet specific training needs. The certificate programs and workshops offered by Economic Development are designed for individual and workforce enrollment.

Economic Development is also home of the Advanced Manufacturing Training Center (AMTC) and the Manufacturing Development Center Business Incubator (MDCBI). The AMTC provides advanced manufacturing training and support services to manufacturing companies located in the College's seven county service area . The MDCBI provides facilities and assistance to start-up companies to help them succeed and grow.

Advanced Manufacturing Training Center
Located in Building 500 on Lanier Technical College's Oakwood Campus, the AMTC works with industry, government, entrepreneurs and educational institutions developing our area's manufacturing workforce, fostering innovation and increasing job growth.

Staffed by a team of experienced manufacturing professionals, the AMTC offers advanced training robotics, system controls, and other areas related to automation. For additional information contact Tim McDonald at 770-533-6991.

Computer Workshops
Needs of the business industry and the communities are assessed and computer workshops scheduled to meet these needs. Day and evening workshops are offered. Options available include individual enrollment, one-on-one training and customized workshops. Online training is currently offered in many skill areas.

Customized Training
Industry specific or customized training varies from modification of an existing class to needs analysis and course development. Training is conducted on site at the business or industry location or at Lanier Technical College.

Quick Start
Quick Start training is available at no cost for qualifying businesses and industries. The service typically includes a needs analysis, development of a training plan, and the training itself.

Health & Safety Training
American Heart Association training is offered. CPR, First Aid, and instructor certification training as well as agency affiliation are available through our Community Training Center (CTC). Safety or health-related organizations may affiliate. ACLS and PALS courses are offered at our affiliate organizations. Forklift safety training is available specific to an organization's needs.

License Renewal Workshops
License renewal workshops are available in plumbing and electrical. Instructors are industry professionals.

Real Estate Courses
Lanier Technical College provides Georgia Real Estate Commission approved courses in Sales Pre-Licensing, Post-Licensing and Continuing Education courses.

On-line courses
Lanier Technical College's Economic Development Division offers an extensive catalog of on-line continuing education and professional development courses.

Human Resource Development

Workshop topics include Lean, Value Stream Mapping, Training for Supervisors, and Team Training. Workshops and services are not limited to these topics and customized workshops in this area are available.

Maintenance Skills Assessment
This assessment covers 27 electrical and mechanical skills. The assessments are conducted individually and include written and "hands-on" assessments. An individualized training plan is determined for each person. Lanier Technical College provides training in all skill areas.

Industrial Ammonia Refrigeration
Lanier Technical College is home to Georgia's only Industrial Ammonia Refrigeration Training program. The "hands-on, live-systems" training is performed in the College's 6,000 square foot state-of-the-art ammonia refrigeration facility. Training courses include Ammonia for Non-Operators, Operator I, Operator II, Operator III, Process Safety Management/Risk Management, Maintenance and Troubleshooting Ammonia Specific HAZMAT 24 Technician, and HAZMAT Eight (8) Hour Refresher.

All topics are available as customized training options to meet business and industry needs.

For additional information on Economic Development programs, please call 770-533-6990.

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Warranty to Employers

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia system of technical colleges to offer their business and industry partners this warranty:

"If one of our graduates, educated under a standard program, or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer."

This warranty is in effect for a period of two years after graduation.

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History

During the late 1950s, the Georgia State Department of Education began the construction of area technical schools. Several research projects and studies within the state had shown the great need for these schools. Industry was moving into the state while agricultural jobs were decreasing at an accelerated rate. Georgia was rapidly changing from an agrarian economy to an industrial economy. This necessitated a rapid transition from the previous general education to the training of technicians, craftsmen, skilled and semi-skilled workers. Georgia now has twenty-three technical colleges, located strategically throughout the state.

In 1964 planning began for the funding and construction of the Gainesville-Hall County Area Vocational Trade School. The school would be under the governance of the Hall County Area Board of Education. The Georgia State Board of Education adopted the charter of the institution in December 1964 and became a partner in the governance of the new vocational school which was renamed ten months later as Lanier Area Vocational-Technical School.

Lanier Technical College began its first classes in the Fall of 1966. The first classes were conducted in local schools, churches, and civic buildings. In January 1967 the classes were moved into a new administrative and classroom building. During the mid-1970s, Lanier Technical College's facilities were expanded to include a modern industrial training facility with classroom, shop, and administrative space. Six additional buildings were constructed on the Oakwood campus over the next three decades adding classrooms, laboratories and office space needed as the enrollment grew and new programs were added. The College expanded into Forsyth County in 1997. Two buildings were constructed on this new site providing instructional and administrative spaces. In partnership with the Forsyth County government, a third building was completed in 2010 housing additional instructional space as well as a conference center. Three other College expansions occurred. First, in 2002 the College's service delivery area expanded to include Barrow County. A location openedin the City of Winder with the assistance of the City of Winder, Barrow County government, Barrow County Board of Education and Barrow County Industrial Authority. Enrollment expanded beyond the capacity of this building so a new facility was opened in January 2015. Second, in 2003, a site was opened in Commerce in an existing storefront with the help of the Jackson County government. Finally, in 2005 a facility was opened in Dawsonville through a partnership with the Dawson County School System and Dawson County Economic Development Authority. The College soon outgrew the facility and so the building was razed and replaced with a new facility in 2012.

Lanier Technical College provides Adult Education classes in a seven county area. Many classes are taught on our Forsyth and Jackson campuses; however, GED and ESL classes are also held in specialized facilities in Banks, Barrow, Hall, and Lumpkin Counties. In 2003, we opened a new facility in Lumpkin County. In 2007 an additional Adult Education Center opened in Banks County, and in 2008 another Center opened in Dawson County. In 2014, the Hall County facility divided to house ESL instruction at the Stallworth Street location in Gainesville and GED instruction at Wood's Mill Adult Education Center in Gainesville. When the College opened the new Barrow Campus in 2015, the old facility converted to the Winder-Barrow Adult Education Center.

In 2006 The Governor's Center for Innovation in Manufacturing Excellence opened at the college's Oakwood campus. This center provides research, training, and support services in advanced manufacturing techniques. Also, in 2006 The Manufacturing Development Center opened in the Featherbone Communiversity campus in Gainesville. The Manufacturing Development Center is attached operationally to the Center of Innovation and is an incubator devoted to assisting and renting space to small start-up companies specializing in manufacturing.

In 2006 the Advanced Manufacturing Technology Center opened at the college's Oakwood campus in Building 500. This center provides research, training, and support services in advanced manufacturing techniques. Also, in 2006 The Manufacturing Development Center opened in the Featherbone Communiversity in Gainesville. The Manufacturing Development Center is attached operationally to the Technology Center and is an incubator devoted to assisting and renting space to small start-up companies specializing in manufacturing.

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Institutional Accreditation

Lanier Technical College is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award technical certificates of credit, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lanier Technical College.

(Questions about admission, enrollment, job placement, and related matters should be directed to an appropriate office at Lanier Technical College. The Commission on Colleges should only be contacted to report evidence of non-compliance with an accreditation requirement or standard.)

Program	Accrediting or Certifying Agency	Status
Dental Hygiene	American Dental Association Commission on Dental Accreditation (CODA) 211 East Chicago Avenue Suite 1900 Chicago, Illinois 60611 Telephone: U.S. 312-440-4653 Website: www.ada.org	Accredited
Dental Assisting*	American Dental Association Commission on Dental Accreditation (CODA) 211 East Chicago Avenue Suite 1900 Chicago, Illinois 60611 Telephone: U.S. 312-440-4653 Website: www.ada.org *The information for Dental Assisting is correct except our accreditation status is Accredited with Reporting Requirements. At our last site visit we had a recommendation for not having enough radiology equipment. I have submitted a second update and hope to hear back from CODA by early next month.	Accredited
Heating and Air Conditioning Technology HVAC Excellence	Home Office 1701 Pennsylvania Ave. NW Washington, DC 20006 Executive Offices and Grading Center P.O. Box 491 Mount Prospect, IL 60056 Telephone: 800-394-5268 Fax: 800-546-3726	Accredited
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' (CRB-AAMA). Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway 19 North, Suite 158 Clearwater, FL 33763 Telephone: 727-210-2350 Fax: 727-210-2354 Website: www.caahep.org	Accredited

Medical Lab Technology	National Accrediting Agency for Clinical Laboratory Sciences(NAACLS) 8410 West Bryn Mawr Avenue, Suite 670 Rosemont, Illinois 60018 Telephone: 773-714-8880 Ext. 4181 Fax: 773-714-8886 Website: www.naacls.org	Accredited
Paramedic Technology	Georgia State Office of Emergency Medical Services 2600 Skyland Drive Atlanta, Georgia 30319 Telephone: 404- 679-0547 Fax: 404-679-0526 Website: www.health.state.ga.us/programs/ems/ Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Committee on Accreditation of Educational Program for the Emergency Medical Services Programs. Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 Telephone: 727-210-2350 Fax: 727-210-2354 Website: www.caahep.org	Approved
Practical Nursing	Georgia Board of Nursing 237 Coliseum Drive Macon, Georgia 31217-3853 Telephone: 478-207-1629 Fax: 478-207-2440 Website: www.sos.georgia.gov/plb/lpn/	Approved
Radiology Technology	Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182 Telephone: 312-704-5300 Fax: 312-704-5300 Website: www.jrcert.org	Accredited
Real Estate	Georgia Real Estate Commission 229 Peachtree Street, N.E. International Tower, Suite 1000 Atlanta, Georgia 30303-1605 Telephone: 404-656-3916 Fax: 404-656-6656 Website: www.grec.state.ga.us./	Approved
Surgical Technology	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Accreditation Review Council on Education in Surgical Technology (ARC-ST) and Surgical Assisting (ARC/STSA) Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 Telephone: 727-210-2350 Fax: 727-210-2354 Website: www.caahep.org Accreditation Review Council on Education in Surgical Technology (ARC-ST)Technology and Surgical Assisting	Accredited

(ARC/STSA)
6 W. Dry Creek Circle Suite 210
Colorado 80120
Telephone: 303-694-9262
Fax: 303-741-3655
Website: www.arcst.org

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Mission

Technical College, a unit of the Technical College System of Georgia, serves as the foremost workforce development resource for Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin counties by providing:

- Career-technical education programs, offered through traditional and distance delivery methods, leading to associate degrees, diplomas, and technical certificates of credit;
- Customized business and industry training and economic development services;
- Continuing education for technical and professional development; and
- Adult education services.

EXPANDED STATEMENT OF PURPOSE

The purpose of Lanier Technical College (LTC) is to meet the workforce development needs of the area by providing technical and adult education to support the economic development and well-being of the people, communities, and companies of Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin counties. LTC prepares people for successful work; therefore, the College plays a major role in their life-long education. It improves the intellectual and technical skills of area residents and prepares students and trainees for jobs by providing adult education, general academic and technical education, customized business and industrial training, economic development services, and continuing education.

The primary educational purpose of the College is to provide high quality technical certificate of credit, technical diploma, and associate degree programs to meet the needs of area students, employers, and economic developers. Technical education is offered using up-to-date instruction, industry-standard equipment, and work-based learning delivered through traditional and distance methods and media.

LTC's economic development programs provide customized training and other services for business and industry to help existing companies remain in the area and succeed and to stimulate new business start-ups. Quick Start training and services are provided to attract new companies to the area, to assist companies to expand, and to help existing companies to implement new technologies.

Adult education, including adult basic literacy, English literacy, and GED services, is provided to increase the literacy level of the workforce, prepare students to continue their education, and create a better quality of life. English Literacy services address the demand for English literacy instruction and family literacy services for immigrant parents. Adult education students are encouraged to increase their literacy levels, enroll in GED preparation classes, and transition into technical programs or other postsecondary education.

The College supports multiple-access, seamless instruction for all students and helps to remove socioeconomic barriers to education and obstacles between high school and further education. LTC helps diverse students reach their full potential by providing support services including admissions, student records, specialized instructional services, financial aid, and career placement services. LTC helps area schools in efforts to increase completion rates and collaborates with area high schools to offer dual enrollment technical college courses for high school students. Special instructional services provide job training to help individuals overcome welfare dependency.

LTC offers community services to expand educational opportunities for adults of all ages. These services include effective communications and recruitment efforts, a wide range of continuing education courses, and encouragement for communities to participate in the Certified Literate Community Program. The College seeks to play a significant role in civic and educational activities to enhance area communities.

The College offers effective management, a well-qualified internal workforce, and current information systems and technology. LTC strives to acquire, maintain, and manage adequate and sufficient human, physical, technical, and financial resources to provide the most effective services possible. LTC uses efficient operations and sound management in all functions to support the College's ability to achieve its goals.
Lanier Technical College (LTC) will be recognized as the foremost resource for workforce development

and job growth in our communities. The College will respond to community development needs and anticipate labor-market demands by offering programs that will produce well-qualified job candidates for businesses and industries where there are job opportunities for our graduates. The College will continue working to meet demands for technical professionals in healthcare, energy, manufacturing, and other strategic industries. The College will continue to work with education, business, industry, government entities, community partners, and individuals to plan and implement technical and adult education programs and services that promote economic development through workforce development. The College will play a prominent role in stimulating and supporting the growth of companies, development of communities, and employment of residents in our service area.

LTC will create a multiple-access educational continuum for those aspiring to careers in technical professions. The College will strengthen partnerships with high schools, home school groups, apprenticeship programs, professional associations, industry certification agencies, colleges, and universities to connect, articulate, and transfer credit among educational levels. Area residents who are 16 years of age or older will have opportunities to enter educational programs at the level they need, when, where, and how they need them; and after entering jobs or other pursuits, to re-enter educational programs for further education and training. This accessible educational continuum will support multiple job opportunities in entry-level, advanced, and encore careers.

LTC will offer a supportive, student-friendly learning environment. The College will help to increase individual educational attainment and community enrichment throughout the service area by making it simple and easy to enter programs. The College will strive to improve student retention, educational achievement, and career success in all credit and noncredit programs. The College will ensure that access to higher education is easily, equally, and affordably available for all students by implementing broad-based educational advisement, career guidance, and individualized support services to help students overcome educational barriers and become successful learners.

LTC will be widely recognized as the foremost provider of healthcare and energy workforce training in northeast Georgia and will support Georgia's other current and emerging strategic industries with training and services. The College will offer training for small business and entrepreneurship, manufacturing, biosciences, tourism, and other industries. The College will broaden technical education and training options to reflect the current and future needs of business and industry in our area. Offerings will include high-demand credit, noncredit, and customized programs; programs in emerging fields of study; on-site, hybrid, and online instruction; and other innovative programs.

LTC will strive to provide ever-improving collegiate quality, and to increase capacity to match student and business demands. The College will strive for efficiency and effectiveness and will continuously improve learning outcomes by conducting research, assessment, analysis, evaluation, faculty and staff professional development, planning, budgeting, external evaluation and accreditation/certification, and institutional efficiency and effectiveness monitoring.

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President's Message



Lanier Technical College proudly offers 155 programs of study including 31 associate degree programs, 38 diploma programs, and 86 technical certificate of credit programs. Programs are available in Healthcare, Business and Computer Technology, Technical and Industrial, and Public Safety and Professional Services.

Our Economic Development Services provide industry-specific continuing education courses in many areas including ammonia refrigeration, robotics, programmable logic controllers, rapid 3D prototyping, and many other industry-specific areas. Lanier Tech houses Georgia's Advanced Manufacturing Technology Center which provides industry with training using state-of-the-art equipment. Lanier Tech is also home to the Manufacturing Development Center which serves as a business incubator responsible for creating hundreds of new jobs over the past few years.

Lanier Technical College, working with area Certified Literate Community Programs (CLCPs), offers adult education courses for individuals wishing to obtain their high school equivalency diploma.

Our courses are offered using a variety of instructional delivery models such as online, traditional classroom, and hybrid formats. Our faculty members are extremely dedicated and are among the most qualified in higher education. Not only are they equipped with excellent educational credentials, but they are practitioners with years of real-world experience in the fields in which they teach.

We hope to have you visit one of our five campuses in Oakwood, Cumming, Winder, Dawsonville, and Commerce, or one of over 20 adult learning centers in the very near future to learn more about how Lanier Technical College can help you meet your educational needs. We are proud to carry out our mission of workforce development throughout Georgia's beautiful Lake Lanier Region in Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin Counties.

Again, thank you for visiting our website. We look forward to serving you soon.

Dr. Ray Perren, President

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Statement of Equal Opportunity

The Technical College System of Georgia and LTC do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and LTC promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and LTC have Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. TCSG and LTC report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

Title IX

The Title IX Coordinator is Nancy Beaver, VP of Student Affairs, Lanier Technical College, Building 200, Office 201-I 2990 Landrum Education Drive, Oakwood, Georgia 30566, phone: 770-533-7001, nbeaver@laniertech.edu. Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Title IX Coordinator at the Hall Campus.

Student Discrimination Grievance Form

ADA/504 Coordinator

The ADA/Section 504 Coordinator is Allison Haynes, Coordinator for Disability Services, Lanier Technical College, Building 200, Office 202-B, 2990 Landrum Education Drive, Oakwood, Ga 30566, 770-533-7003, ahaynes@laniertech.edu. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the Hall Campus.

ADA Section 504 Grievance

Equal Employment Opportunity (EEO) Compliance Officer

Jill Cantrell, Director Human Resources, Lanier Technical College, Building 100, Office 125, 2990 Landrum Education Drive, Oakwood, GA 30566, 770-533-6903, cantrell@laniertech.edu. Grievance procedures providing for resolution of alleged employee discrimination may be obtained from the Human Resource Office at the Hall Campus.

Equity Coordinator

The Equity Coordinator is Nancy Beaver, VP of Student Affairs, Lanier Technical College, Building 200, Office 201-I 2990 Landrum Education Drive, Oakwood, Georgia 30566, 770-533-7001, nbeaver@laniertech.edu. Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Equity Coordinator at the Hall Campus.

Student Equity Grievance Form

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Admissions Classifications

Regular Admission of students to a program is contingent upon their meeting statewide admissions requirements and institutional admissions requirements established for that specific program and upon proper completion of all admissions procedures.

Provisional Admission of students to a program is based on an evaluation of test scores and other admission file data by the Office of Admissions and program faculty and upon proper completion of all admissions procedures. Provisionally admitted students whose English, Math and/or Reading levels do not meet regular admission requirements must enroll in Learning Support classes. Provisionally admitted students are allowed to take certain programs specific courses as designated in the program standards. All students initially admitted on a provisional basis must meet regular program admission requirements prior to graduation. Provisional admission of transfer students to a program is contingent upon their meeting applicable licensure and accreditation requirements.

Some students may be referred to Adult Education depending upon test results. Adult Education and/or Learning Support classes are offered to enable students to meet recommended standards. Courses include reading, math, and English thus improving the student's chances of success in a regular program of study. Students may also receive English as a Second Language (ESL) instruction.

Special Status Admission is granted to an applicant who desires to take credit courses for personal or professional benefit but who does not plan to earn a degree, diploma or certificate. The following parameters apply to this classification:

- Classified as non-award seeking when granted special student status by the Admissions Office.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Credit may be received for an unlimited number of courses; but only 17 credit hours may be applied toward a specific degree, diploma or certificate program.
- Credit may be received for an unlimited number of courses; but only 17 credit hours may be applied toward a specific degree, diploma or certificate program.
- May apply for regular student status but must meet the requirements of the regular student admission process. This includes the College's assessment process. The number of hours taken as a special student in no way waives the requirements of the regular admission process.
- A Special Admission Student must meet regular admission status prior to graduation.

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Admission Procedures

1. Submit a completed application for admission with the $25 non-refundable application fee to the Office of Admissions.
   Information about applying for admissions on-line
2. Submit an official high school transcript or an official GED or HSE transcript. If you have completed 30 semester or 45 quarter hours of degree level coursework at an accredited college, a high school transcript/GED scores is not required for Admissions. Students applying for federal financial aid (PELL) must submit official high school transcripts.
3. Request that an official transcript be sent from ***all*** colleges, universities, or other postsecondary institutions attended.
4. Request that an official ACCUPLACER, SAT, ACT, COMPASS /ASSET test scores be sent to the Admissions Office if taken within five years of the date of application. If your scores are over five years old or if you have not taken one of these tests, you should contact the Office of Admissions to schedule the ACCUPLACER exam.

NOTE: *Official transcript means*: sent directly from the releasing institution by mail, as an electronic transcript or in a hand delivered (unopened) envelope sealed by the releasing institution.

Non-Accredited Home Study Programs
Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A 20-2-690.
- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission.

- Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
- Submit SAT or ACT scores that meet the TCSG system minimum requirements.

Applications are reviewed and processed on a first come, first served basis when the admissions file is complete. A file is considered complete when all transcripts, test scores and any other supporting documentation has been received. Admission decisions are made and applicants are formally accepted when files are complete. Students are notified by mail and email of their acceptance and receive a time and date to report for registration.

Select additional items:

Double Majors [+]

Practical Nursing Transfer Students [+]

Change of Program [+]

Disadvantaged & Disabled Students [+]

Readmission [+]

Readmission to the Nursing Program [+]

Competitive Admission [+]

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Admission Procedures for International Students

Individuals with permanent resident status may be admitted under the same circumstances as any other eligible student. They must complete the following requirements in addition to the admission procedures for new students:

1. Furnish an official English translation of all secondary and postsecondary records and an evaluation of those records performed by an independent evaluation service. Documentation of U.S. high school equivalency is required for certain programs.

   Students with foreign transcripts must have their transcripts translated and evaluated. (Your records must be translated & evaluated indicating that they are equivalent to a United States High School diploma or higher) **You may use one of the following credential evaluation companies:**

   http://www.jsilny.com/
   http://www.wes.org/
   http://www.educei.com/
   - or any other evaluation firm that is NACES accredited.

   Note: Lanier Technical College does not issue I-20 VISAs.

2. Provide ACCUPLACER, ASSET, SAT, ACT, or COMPASS scores. If the student has not previously tested on one of these exams or their test scores are more than 5 years old, they should contact the Office of Admissions to schedule a time for the ACCUPLACER placement exam.

3. Students who are not citizens or permanent resident aliens who can provide documentation of lawful presence in the United States shall pay out of country tuition which is four times the in-state tuition.

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Admissions Testing - ACCUPLACER

Assessment Policy
The ability of a student to succeed in an occupational program at Lanier Technical College is greatly determined by the math and language skills possessed by that student. Lanier Technical College is committed to assisting each student to achieve at his/her maximum potential. It is the philosophy of this school that a student is not helped by admitting him/her to a program in which he/she does not possess the basic education skills needed to succeed. Therefore, all students applying for degree, diploma and certificate programs must be tested prior to acceptance to a program of study at Lanier Technical College.

Assessment of Program Readiness

1. Effective November 1, 2016, a technical colleges must utilize ACCUPLACER or COMPANION, the TCSG-approved assessment instruments when evaluating students' readiness for diploma, degree and certificate programs. However, in the place of ACCUPLACER or COMPANION, or General Education Development (GED®) scores of 165+ on English or Math, technical colleges may accept a student's official entrance score on a validated assessment instrument (such as SAT or ACT) if the scores meet the college program's required minimums. If a student's SAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments.
2. Assessment results will be valid for any current or previous tool utilized for placement purposes for a period of 60 months from the date of testing and are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.
3. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument(s).
4. Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission. All criteria should be published and applied consistently to all applicants for a program.

SCHEDULING TESTING

Students who have submitted an application for admission and their $25. application fee are eligible to schedule admissions testing. The student should contact the Office of Admissions to schedule a time for testing. It is the responsibility of the applicant to contact the Office of Admissions to reschedule their test date if necessary.

ACCUPLACER STUDY GUIDE

To help you prepare for the ACCUPLACER test, you may review the ACCUPLACER online study guide. The information on the free study guide is available on our website home page under Resources. The study guide provides interactive practice test questions.

A pencil/paper version of ACCUPLACER practice questions can be found at the following link: https://secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accuplacer-sample-questions-for-students.pdf

TEST SCORE RESULTS

Each student will receive an interpretation of his or her test scores prior to beginning their program of study. Test results and an explanation of test score and course placement levels are provided to the applicant at the end of the testing session. The results of the test, including the applicant's admission status and Learning Support recommendations, will be sent to each applicant. The applicant may contact the Office of Admissions for further discussion and interpretation of the test results. Assessment results will be distributed to the appropriate department instructor, to be used for advisement when the student comes to registration.

TESTING FOR STUDENTS WITH DISABILITIES

Provisions will be made for the assessment of students with disabilities who need special assistance and considerations. These special provisions may include computer adaptive testing, extended time, untimed testing, testing with large print booklets, and testing with audio equipment. The applicant should provide documentation of the disability and a recommendation of the special provisions needed.

RETEST PROCEDURES

Students may request a retest on the ACCUPLACER exam. Only one retest is allowed after a wait period. There is a retest fee of $15. Contact the Office of Admissions for further information.

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Change of Program

Students desiring to change their program of study must complete a Change of Program Form which is available in the Office of Admissions or on the college website. Students submitting a Change of Program request must meet with an admissions counselor. The requirements for the new program will be checked against the student's test scores and previous coursework. Not all credits earned under one program may apply to the new program of study. Retesting and/or Learning Support coursework may be required. Students are also encouraged to speak with their faculty advisor prior to initiating the change of program process.

Students applying for a change of program who are receiving financial aid benefits must also speak with a representative in the Office of Financial Aid. Students who are receiving federal or state aid and/or veteran's benefits should discuss the possible impact of program change on the receipt of these benefits. Financial aid programs have specific guidelines regarding a change in program of study.

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Competitive Admission

PROGRAMS WITH COMPETITIVE ADMISSIONS OR ADDITIONAL ADMISSIONS REQUIREMENTS

The following programs have competitive admissions procedures:

Dental Hygiene; Motorsports Technology; Practical Nursing; Radiologic Technology; Physical Therapist Assistant and Surgical Technology

The competitive admissions procedures can include completion of prerequisite coursework, review of GPA and academic performance, job shadowing and additional aptitude and competency testing. The criteria for admissions varies by program and may include other requirements. For specific information, please visit the program information pages on the Lanier Technical College website under Academic Programs.

PROGRAMS WITH ADDITIONAL REQUIREMENTS FOR ADMISSION

The programs listed below have additional requirements for admissions. These programs require completion of certain criteria prior to students being allowed to enroll in the program's occupational courses:

Applied Technical Management; Health Information Management Technology; Medical Assisting; EMS Professions; Paramedic Technology; Patient Navigator and Pharmacy Technology.

The requirements vary by program. Please refer to the program information pages on the Lanier Technical College website under Academic Programs.

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Double Majors

Lanier Technical College does not allow a student to enroll in two different programs at the same time.

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Dual Enrollment Program

High School students may enroll at Lanier Technical College and receive credits at both the high school and Lanier Technical College. A formal articulation agreement between the high school and Lanier Technical College is required. Students must meet the regular admission requirements for their intended program of study.

Dual Enrollment allows students to earn credits in occupational or degree level core coursework at Lanier Technical College that will also count toward their high school graduation requirements.

For more information on Dual Enrollment, please visit that link on our website.
http://www.laniertech.edu/dualenroll/main.aspx

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Entrance Requirements

Applicants must complete and return all required forms and credentials to the college prior to registration. Students are encouraged to apply and complete their admissions file well in advance of registration. Late applications may be considered only if time permits. Delays in acceptance will occur if application materials are received in several segments and/or if the applicant must be reminded to submit certain documents.

Students applying for admission to Lanier Technical College must be 16 years of age or older. Applicants must be 17 years of age or older for admission into all Allied Health programs. Lanier Technical College does not accept or recognize transcripts indicating a certificate of performance, certificate of attendance, or special education diplomas.

A regular high school diploma or a High School Equivalency transcript such as the GED, HiSet, or TASC is required as a prerequisite for entrance into diploma and degree programs, and for most certificate programs. See specific entrance requirements for individual programs. The President of Lanier Technical College may grant a waiver to the admissions requirement as it relates to possessing a GED or high school diploma for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and Lanier Technical College. This may apply to students seeking dual or joint enrollment in high school initiatives such as Move On When Ready with Lanier Technical College.

Applicants must be physically able to attend school. In some programs, a student who has a physical condition that would limit participation in a class/lab should provide a written statement from a doctor indicating the student's ability to perform all class/lab requirements.

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General Policy

The admissions policy and procedures of the State Board of the Technical College System of Georgia and Lanier Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admission to Lanier Technical College are nondiscriminatory to any eligible applicant regardless of age, race, color, national or ethnic origin, religion, gender, creed, political affiliation or belief, disabled veteran, veteran of the Vietnam era, citizenship status (except in those special circumstances permitted or mandated by law), or disability.

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The ability of a student to succeed in a program at Lanier Technical College is greatly determined by the math and language skills possessed by that student. Lanier Technical College is committed to assisting each student to achieve at their maximum potential. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at Lanier Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.

In accordance with the Statement of Equal Opportunity of the Technical College System of Georgia, Lanier Technical College will not discriminate in admissions.

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Healthcare Assistant / Healthcare Science Technical Certificate

Students applying for competitive admission to Allied Health **diploma** programs such as Practical Nursing will initially be admitted into the **Healthcare Assistant** certificate program. Students complete the general core and occupational core required in order for them to be considered for the competitive admission process for their program of study while in the Healthcare Assistant certificate program.

Applicants for **degree** level Allied Health competitive admission programs such as Dental Hygiene, Physical Therapist Assistant, Radiologic Technology and Surgical Technology Degree are initially admitted to the **Healthcare Science** certificate program. Students complete the required prerequisite core courses necessary for consideration for competitive admission into their chosen program of study while in the Healthcare Science certificate. Additionally, applicants for the Health Information Management Technology programs are first admitted to the Healthcare Science Certificate program so that they can complete the core prerequisite requirements prior to beginning the occupational coursework in the programs.

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Readmission

A student who leaves the college in good standing may apply for readmission as early as the next academic semester. This should be done through the Office of Admissions. Students who have been out of school for only one semester and desire readmission into the same program are not required to complete a readmission form.

Students who have been dismissed because of unsatisfactory academic progress may be readmitted after one semester of absence from the college.

A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appeal through the Office of the Vice President for Student Affairs.

Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment.

Please note: Programs within the division of Allied Health may have additional parameters for readmission into those programs. Please contact the program director of the specific program of study for details on the readmission requirements.

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Residency Policy

Residency Policy
The State Board of Technical and Adult Education recognizes three student residency categories: in-state, out-of-state and international.

A student's legal residence shall determine the tuition rate paid by the student.

1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.
2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition and fees at a rate two times that charged in-state students. These students are recognized as out-of-state students.
3. Students who are residents of a country other than the United States and are studying at a technical college shall pay tuition and fees at a rate four times that charged in-state students. These students are recognized as international students.

Please note: Residency classification also directly affects a student's eligibility for state-based aid (i.e. HOPE Grant & Scholarship). Students in any classification other than an In-State are not eligible for state-based aid. Individuals who wish to qualify for another type of residency must complete a Petition for Change of Residency Classification found on the college web site and submit all required documentation. The form should be submitted to the Director of Admissions prior to the document deadline for a given term. Residency status is not changed automatically and the burden of proof rests with the student to demonstrate that he or she qualifies for a change of status. Changes to residency classification are for future terms only and will not result in refunds to students.

A. Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws, unless the student is participating in a dual enrollment program with a secondary institution. Verification procedures shall comply with O.C.G.A. § 50-36-1.

Verification of Lawful Presence in the United States
Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

a. A current Driver's License issued by the state of Georgia after January 1, 2008.
b. A current ID issued by the State of Georgia after January 1, 2008.
c. A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at http://law.ga.gov/sites/law.ga.gov/files/related_files/site_page/List%20of%20States.pdf.
d. A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
e. An approved completed FAFSA for the current financial aid year.
f. A current valid Permanent Resident Card(USCIS form I-151 or I-551).
g. A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad(FS-240).
h. A current U.S. Passport.
i. A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
j. A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as out lined in the TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out of state, and successfully petition to have their residency changed to in-state also have

to meet the verification requirement.

B. Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:

- Location of employment.
- Location of voter registration.
- Location of property, including home purchase, and taxes paid thereon
- Address and other information on federal and state income tax returns.
- State where the person's automobile title is registered and the payment of property taxes thereon.
- Address on driver's license and state of issuance.
- Address on the Georgia Driver's License Bureau ID.
- Reason for initially coming to Georgia.
- State of issuance of business, professional, or other licenses.
- Location of checking, savings, or other banking accounts.
- Citizenship Requirements:
    - A student meets the Citizenship Requirements, for purposes of this procedure and the related policies, if he or she is a United States Citizen, born or naturalized.
    - A student meets the Citizenship requirements, for purposes of this procedure and the related policies, if he or she is an Eligible Non-Citizen, according to the Federal Title IV definition.
    - Ineligible Non-Citizens: A Non-Citizen cannot qualify for in-state tuition. However, in the discretion of the President of the college the international tuition may be waived in favor of an out of state tuition rate for a Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws.

C. Georgia Residency

1. Dependent Students:
    - A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and
    - Such student graduated from an Eligible High School located in the State of Georgia; or
    - The Parent claimed the student as a dependent on the Parent's most recent federal income tax return.
    - A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court-appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.
2. Independent Students:
    - An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.
    - It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

D. Retaining Georgia Residency

- Dependent Students: If the Parent or United States court-appointed Legal Guardian of a Dependent Student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes Domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains Continuously Enrolled in a TCSG college.
- Independent Students: If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

E. Eligibility for In-State Tuition Waivers:

Students in the following classifications are eligible for In-State Tuition waivers. These waivers do not affect the student's eligibility for the HOPE Scholarship or Grant, except for waivers for military personnel and their dependents as provided for in the GSFC regulations.

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;
- Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
- Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any waiver of the tuition differential.

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Transfer Students

Students must provide transcripts from all colleges or universities attended for evaluation of credit. Only those courses with a grade C or better that meet the quality of established standards and are essentially the same content as courses taught at Lanier Technical College are considered for transfer.

A transfer student is admitted to Lanier Technical College:

- In good standing if the student was in good standing at their former institution.
- On probation if the student was on warning at their former institution. To be removed from academic probation a student must earn a grade point average of at least 2.0 during the first semester enrolled.
- On probation if the student was on probation at their former institution. A student admitted on probation must earn a grade point average of at least 2.0 during their first semester enrolled.
- On probation if the student was on academic suspension at their former institution. A student admitted on probation must earn a grade point average of at least 2.0 during the first semester enrolled.

Please Note:
Some programs may have specific guidelines for acceptance of transfer students into the program. Allied Health programs have time limitations on transfer of some courses and specific guidelines regarding admitting transfer students on a space available basis. Transfer students for the first semester of an Allied Health program will be required to complete the selective admissions requirements for the program. Please consult the program director for your chosen program of study for additional requirements that pertain to transfer students.

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Transient Students

Incoming Transient Students

A student in good standing at another accredited institution may be permitted to enroll as a "transient" student on a space-available basis in order to complete work to be transferred to the parent institution. A transient student should be advised in writing by the parent institution concerning recommended courses. The transient student must:

- Submit an application and a $25 non-refundable application fee to Lanier Technical College.
- Present a statement from the Registrar or Academic Dean of the parent institution that the student is in good standing and eligible to return to that institution. Enrollment is usually limited to one semester.
- Pay all scheduled tuition and fees of Lanier Technical College or have pre-approval for financial aid.
- Applicants for transient status must re-apply and receive transient status approval for each semester that they wish to enroll under the transient status.
- Students from another Technical College System of Georgia institution who wish to enroll in **online courses only** should apply through the GVTC website.
- Transient applicants must provide documentation of Lawful Presence in the United States. More information on the required documents can be found in the Admissions/Residency Policy of this catalog.

Outgoing Transient Students

A student in good standing at Lanier Technical College may be permitted to enroll as a "transient" student at another accredited institution. The outgoing transient student must:

- Complete the Lanier Technical College Request for Transient Status form, Request for Transient Status.
- Have successfully completed a minimum of one semester at Lanier Technical College.
- Request permission for a transient class that is required for their current program of study.
- Meet pre-requisites for the course they plan to take.
- Receive approval from their program advisor.
- Apply to the College you wish to attend, seeking admission as a transient student and pay their application fee. (Students from Lanier Tech who wish to attend another Technical College System of Georgia institution and plan to enroll in online courses only should apply through the GVTC website)
- Earn a grade of "C" or higher for the course to be transferred back to Lanier Technical College.

Transient status cannot be granted for Learning Support courses.

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Adding Courses

Through the end of the third calendar class day of the semester, a student may add a course to an already existing schedule. Students may add courses online via Banner Web at www.laniertech.edu Students who add a course are responsible for any additional tuition and fees (see Financial Information).

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Auditing Courses

A student who wishes to audit a course(s) and receive no credit may apply as a special admissions student if not already enrolled as a regular student. By registering as an audit student and paying the regular fees and tuition, a student is permitted to audit a course. Students auditing courses are not required to take exams; however, the instructor may request that students demonstrate required knowledge before being allowed to perform certain tasks to operate equipment. A student is not permitted to change from audit to credit or from credit to audit after the drop/add period. However, a student will be permitted to register for the course for credit at a later date. Students desiring to change from audit to credit must meet all necessary admission requirements. A grade of "AU" will be entered on the permanent record. Courses taken on an audit basis will not be used for certification for financial aid, the President's List, Social Security, or Veteran's Administration education benefits. To audit a class, a student should contact his/her advisor or the Office of the Registrar.

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Change of Name or Address

Students should inform the Office of Student Affairs of any change in name, address, phone number, or status. Change Forms are available in the Office of Student Affairs. If such changes are not reported, students may not receive grade transcripts, various announcements, etc.

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Course Schedule

The course schedule is available on the Lanier Technical College website and contains information about course offerings and registration. Students are urged to become knowledgeable about these instructions and to follow them explicitly. Any deviation from the prescribed procedure may result in unnecessary delays in registration or errors in the resulting schedule. Advisors are available to students for academic advisement and scheduling of classes. Applicants will not be approved for academic advisement and/or registration until formally accepted by the Office of Admissions nor will they be permitted to attend classes until registration has been completed. Completion of the registration process includes payment of all assessed tuition and fees.

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Dropping Courses

Through the end of the third instructional day of the semester, a student may drop a course from an already existing schedule, and no grade will appear on the student's official academic record. Note: An instructional day is based on the academic calendar, not a student's individual schedule. Students may drop courses online via Banner Web at www.laniertech.edu. This deadline is strictly enforced. A student who drops a course before the end of the third instructional day will be due a refund (see Institutional Refund Policy).

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FERPA / Directory Information

LANIER TECHNICAL COLLEGE
Annual FERPA Notification
Information About Student Records

Notification of Student Rights Provided by the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provide certain rights to students with respect to their educational records. Those rights are as follows:

The right to inspect and review the educational record within 45 days of the day the College receives a request for access.

Students should submit a written request to the Office of Student Affairs identifying the records(s) they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. Lanier Technical College provides web access to some student records through BannerWeb provided the student has an up to date username and password. Inspection of paper documents may be accomplished by contacting Student Affairs and setting up an appointment.

The right to request amendment of the educational record if the student believes the record is inaccurate or misleading. Students may ask the College to amend a record believed to be inaccurate or misleading.

The student should submit the written request to the Registrar's Office and clearly identify the part of the record that is believed to be inaccurate or misleading. *This does not include issues such as grade appeals. The student should specify why the information is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified on the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, or support staff position (including the Lanier Technical College Police Department). Additionally, a person or company with whom the College has contracted is considered a school official for this purpose; i.e. the College Attorney, an auditor, collection agent, Board of Trustees member, student serving on an official committee, student assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the United States Department of Education concerning alleged failure of the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is the Family Compliance Office, United States Department of Education, 400 Maryland Avenue, SW., Washington DC 20202-5920

Directory Information

FERPA permits institutions to identify certain items of information as "directory information." This information may be released upon request unless the student has indicated, in writing to the Registrar's Office, that he or she does not wish directory information be released.

Directory information at Lanier Technical College includes:

- Name
- Address
- College Assigned Email Address
- Dates of Enrollment
- Major
- Degree, Diploma, or Certificate Conferred, Including Dates Conferred
- Participation in official sports and activities
- Height and weight of athletic team members

Students may withhold directory information by notifying the Office of the Registrar at registrar@laniertech.edu. The email should be sent from the student's LTC email account and should include:

- Student's full name
- LTC student ID number
- The sentence "Please restrict my records and do not provide directory information."

According to FERPA, the College may release information without the student's written consent to the following:

- School officials, as identified by the College, determined by the College to have a legitimate educational interest in the student information
- Officials of other institutions to which the student seeks enrollment
- Persons or organizations providing financial aid to the student or determining financial aid decisions
- Accrediting organizations carrying out their accrediting functions
- A parent of a student who has established that the student is a dependent according to the IRS Code of 1986, Section 152
- Persons in compliance with a judicial order or a lawfully issued subpoena
- Persons in an emergency situation, if the knowledge of the information is necessary to protect the health or safety of the student or other persons.

Information to Military Recruiters

The Solomon Amendment to FERPA requires the College, upon request, to provide "student recruiting information" on any currently enrolled student who is at least 17 years old to any branch of the armed services. "Student recruiting information" is defined by federal law as name, address, telephone numbers, age or date of birth, class level, degrees received, major, most recent educational institution attended. Recruiters must submit their requests in writing to the Records Office.

Questions regarding Lanier Technical College's compliance with FERPA may be directed to the Office of Student Affairs.

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Full-Time Student Status

A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student.

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Georgia Open Records Act Requests

Access to public records is encouraged to foster confidence in government, to provide the public the opportunity to evaluate the expenditure of public funds and for the efficient and proper functioning of its institutions. Georgia's Open Records Act, O.C.G.A. 50-18-70 et seq., provides that all public records of an agency must be made available for inspection or copying unless they are specifically exempt by law. Generally, these records must be made available within three business days of the receipt of request. It is the policy of the Lanier Technical College to provide access to all public records in accordance with the law.

Open Records requests should be directed to the following individual at the college:
Holly Holt
Registrar's Office
2535 Lanier Tech Drive
Gainesville, GA 30507
registrar@laniertech.edu

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Additional Credit Hour Enrollment Procedures

Any student who needs to exceed 18 credit hours in a semester should contact (via E-mail, in person, telephone, etc.) the Vice President of Academic Affairs.

- If the Vice President approves the overage, he/she will contact the Office of the Registrar (preferably via E-mail message) with the student's name, identification number, and approved maximum number of hours.
- Registrar's Office staff will enter the approved hours in Banner within 24 hours of receiving the approval.
- The student may then register via Banner Web for the total hours approved.

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Academic Freedom Policy and Procedures

Lanier Technical College defines academic freedom as the freedom to teach, express ideas and publish without interference or penalty by the institution. The principles of academic freedom guarantee the right to teach or learn without unreasonable interference from authority and are essential to the mission of the College. Academic freedom is subject to the norms and standards of scholarly inquiry and College policies and procedures on gifts, honoraria, and stipends.

As a community of scholars dedicated to the premise of life-long learning, Lanier Technical College encourages faculty and students to examine and discuss questions and issues of interest to them. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Fundamental to an opportunity for free inquiry and expression is the right to assemble in accordance with College and Technical College System of Georgia (TCSG) policies.

Faculty members and students are entitled to freedom in the classroom in discussing their subject. Caution must be used not to introduce material that has no relation to the instructional field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

As per the Technical College System of Georgia (TCSG) policy, Lanier Technical College faculty members must carry out their responsibilities in a professional and ethical manner and must not bring discredit upon the College or the State of Georgia by engaging in conduct reflecting discredit to the technical college.

Faculty members must fulfill their responsibilities to society and to their profession by manifesting competence, professional discretion, and good citizenship. They will be free from institutional censorship or discipline when they speak or write as good citizens.

As professional educators, faculty members must be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking for the institution.

The principles of academic freedom shall not prevent the College from making proper efforts to ensure the best possible instruction for all students in accordance with the objectives of the institution and the Technical College System of Georgia (TCSG).

Any instructor or student who believes that he/she has been denied academic freedom should follow Lanier Technical College's complaint and grievance procedures.

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Academic Information

The philosophy of Lanier Technical College is to allow every student the maximum opportunity to graduate. The Technical College System of Georgia implemented a policy effective Spring Quarter 1992 which required that, prior to graduation from Lanier Technical College with a diploma or associate's degree, all students must receive a GED or a high school diploma. The Adult Education Division of Lanier Technical College can advise students on preparation and testing for the GED. For further information, contact their office at 770-531-3356.

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Academic Standing Policy

Good Standing

A student who maintains a cumulative GPA of 2.0 (C) or better is considered to be in good academic standing.

Academic Probation

A student who fails to maintain a cumulative 2.0 GPA will be placed on academic probation. The purpose of academic probation is to alert the student that his/her academic performance is not acceptable and to point out the possible consequences if improvements are not made during the next semester of enrollment. A student placed on academic probation (or admitted on probation) must attain a minimum cumulative 2.0 GPA by the end of the next semester in attendance to remove himself/herself from probationary status. A student who fails to do so is subject to academic dismissal.

Academic Dismissal

A student who fails to attain a minimum cumulative 2.0 GPA the next semester in attendance after being placed on probation is subject to academic dismissal. A student who is academically dismissed must stay out of college one full semester before contacting the Registrar's Office to request reinstatement. If a student waits longer than two full semesters, s/he must reapply for admission to the college. A second academic dismissal could constitute a final dismissal from the student's current program of study.

Academic Dismissal Waiver Request Procedure

Any student placed on academic dismissal may request a waiver (of the one semester absence from the college) by petitioning the Vice President of Academic Affairs. The waiver request should be in writing and should include the reason for the decline in GPA and the plan to correct the problem or situation including steps taken to prevent future grade problems. The Vice President will consider prior academic history, work responsibilities, time constraints, etc. in determining whether to grant the waiver request.

If the Vice President decides to grant the waiver request, he/she will notify the student and the Registrar's Office in writing via email to the student's LTC account.

Calculation of Grade Point Average (GPA)

For calculating GPA, each letter grade has a point value. Listed below are the values:

A = 4
B = 3
C = 2
D = 1
F = 0
WF = 0

The grade points are determined by multiplying the number of points a grade is worth times the credit hours a course carries. Thus a grade of an A (4 points) in a 3 credit hour course (4 x 3) equals 12 points. The same grade A in a 4 credit hour course (4 x 4) equals 16 points.

Example: A student's grades may appear as follows:

Course	Credit Hours	Grade Points
ENGL 1010 Fundamentals of English	3	B (3) 9
MATH 1012 Foundations of Mathematics	3	A (4) 12

CIST 1001 Computer Concepts	4	D (1) 4
Total Points	10	25

Individual course points are added together to determine total points. To determine the GPA, divide total points by total credit hours: 25 / 10 = 2.5 GPA.

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Credit Hour Enrollment Policy and Procedures

Students who are enrolled in twelve (12) credit hours are considered full-time; however, students may enroll in additional credit hours. In order to prevent students from enrolling in excessive hours that may jeopardize their success, any student who wants to enroll in more than eighteen (18) credit hours must have written permission from the Vice President of Academic Affairs (VPAA).

The VPAA's decision to approve additional hours may be based on student's academic history, employment commitments, family obligations, etc. For students enrolled in more than eighteen (18) credit hours, contact hours should not exceed thirty (30) hours weekly.

Credit Hour Enrollment Procedures
Any student who needs to exceed 18 credit hours should contact (via E-mail, in person, telephone, etc.) the Vice President of Academic Affairs. The student's advisor may also contact the VPAA on behalf of the student.

- The student or advisor should request permission for the student to take additional hours, specify the total number of hours that he/she plans to take, and provide his/her student number and a justification for requesting permission to take additional credit hours.
- In the event the appropriate Vice President is unavailable, the appropriate Dean of Academic Affairs may approve the credit hour overage.
- If the Vice President or Dean approves the overage, he/she will contact the Office of the Registrar (preferably via E-mail message) with the student's name, identification number, and approved maximum number of hours.
- The Office of the Registrar staff will enter the approved hours in Banner within 24 hours of receiving the approval.
- The student may then register via Banner Web for the total hours approved.

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The Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the college will maintain the confidentiality of student educational records.

Lanier Technical College accords all the rights under the law to its students. No one outside the college shall have access to nor will the college disclose any information from student's educational records without the written consent of students except to personnel within the college, to officials of other institutions in which students seek to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Lanier Technical College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of the Registrar, Administrative Services, Financial Aid, Admissions, and Academic Affairs within the limitations of their need to know.

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General Education Competencies Assessment Policy

Lanier Technical College defines college-level general education competencies that help students achieve their academic, career, and life goals. General education at Lanier Technical College develops students' skills and knowledge in the following areas: communication, critical thinking, problem solving, and social behavior and interaction. Students should be able to:

- Communicate Effectively. Read and/or listen with comprehension and write clearly using Standard English.
- Think Critically. Apply logic, reasoning and judgment to interpret problems, analyze and evaluate arguments, and present conclusions.
- Solve Problems. Use mathematics to organize, analyze, and synthesize data to solve mathematical problems.
- Understand Social Behavior and Interactions. Demonstrate a basic knowledge of the principles of human relations/behavior.

These competencies are integrated into the curriculum of Lanier Technical College general education courses. The College regularly collects assessment results to identify the extent to which students have achieved the outcomes.

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Graduation

Each potential graduate must complete an Application for Graduation Form the semester prior to the student's completion of graduation requirements after s/he registers for her/his last class. The application deadline will be posted at each campus. The student's faculty advisor and the Graduation Specialist will complete a graduation audit to insure that all requirements for graduation have been successfully completed. Degrees, diplomas or technical certificates of credit cannot be ordered until final grades are submitted and the graduation audit is completed. All program requirements must be completed by the last day of the term for students to be considered for graduation in that term.

A program grade point average (GPA) of 2.0 or higher is required for graduation. The program GPA includes all courses required for program completion. Lanier Technical College also awards technical certificates of credit or diplomas, which are "embedded" within a program of study.

A formal ceremony is held once each year for graduates during the academic year. Students are encouraged to participate in the ceremony. Specific information on each year's commencement is emailed to all students eligible to participate. Students participating in the ceremony will be required to pay a $40 graduation fee which is non-refundable and is not covered by HOPE. Students who achieve a final GPA of 4.0 in their declared program of study are provided honor cords to wear at commencement.

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Academic Grades

Grades on the transcript will be recorded in letter grades. An overall 2.0 GPA (Grade Point Average) is required for graduation. A minimum grade of "C" may be required for progress from specified courses to more advanced courses. The following grading scale is used for all Lanier Technical College students:

90 - 100 = A (4.0)
80 - 89 = B (3.0)
70 - 79 = C (2.0)
60 - 69 = D (1.0)
59 or below = F (0)

I	Incomplete
IP	In progress
P	Pass
W	Withdraw before 60% point
WF	Stopped attending without withdrawing
N	Non-credit
AU	Audit (Non-Credit)
EX, EXE, EXP	Credit by exam or portfolio
TR, TRA, TRB, TRC	Transfer Credit
AC	Articulated credit
U	Unsatisfactory

- The grade of "F" indicates that a student completed a course but earned a grade of 59 or below.
- The grade of "I" indicates a student was issued an Incomplete. The missing work must be completed and the instructorâ€™s grade correction submitted to change the "I" to a letter grade of "A", "B", "C", or "D" before mid-term of the following semester or it will be automatically converted to a grade of "F".
- The grade of "W" indicates that a student officially withdrew from classes during the first 60% of any academic term following the drop/add period. This grade is not included in the calculation of grade point averages but may impact financial aid eligibility.
- The grade of "WF" indicates that a student stopped attending without withdrawing and was not awarded a hardship withdrawal. The grade of "WF" will be calculated as an "F" in the GPA. This grade may affect financial aid eligibility.

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Academic Probation

A student who fails to maintain a 2.0 GPA in any semester will be placed on academic probation. The purpose of academic probation is to alert the student that his/her academic performance is not acceptable and to point out the possible consequences if improvements are not made during the next semester of enrollment. A student placed on academic probation (or admitted on probation) must attain a minimum 2.0 GPA during the next semester in attendance to remove himself/herself from probationary status. A student who fails to do so is subject to academic dismissal.

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Academic Dismissal

A student who fails to attain a minimum 2.0 GPA the next semester in attendance after being placed on probation is subject to academic dismissal. A student who is academically dismissed must stay out of college one full semester before petitioning for readmission. A second academic dismissal could constitute a final dismissal from the student's current program of study.

Academic Dismissal Waiver Request Procedure
Any student placed on academic dismissal may request a waiver (of the one semester absence from the college) by petitioning the Vice President of Academic Affairs or the Vice President of Campus Operations. The waiver request should be in writing and should include the reason for the decline in GPA and the plan to correct the problem or situation including steps taken to prevent future grade problems. The Vice President will consider prior academic history, work responsibilities, time constraints, etc. in determining whether to grant the waiver request. If the Vice President decides to grant the waiver request, he/she will notify the student, program instructor, and the Registrar's Office in writing or via E-Mail.

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Academic Honors

President's List
Students who maintain a 4.0 GPA attain the President's List. Students must have completed at least 12 credit hours in the current semester to be eligible for the President's List.*

*Students accepted on a provisional basis or those enrolled in a Learning Support class are ineligible for the President's List. Students who receive a WP may be eligible for the President's List assuming all other requirements for the President's List are met. Students who are involuntarily dropped will be ineligible for the President's List.

Honor Graduate with Distinction
Students who complete their program of study with a program GPA of 4.0 will be designated as Honor Graduates with Distinction. 4.0 graduates will receive a gold honor cord to wear at the Graduation Ceremony.

Honor Graduate
Students who complete their program of study with a program GPA of 3.75 - 3.99 will be designated as Honor Graduates.

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Grade Point Calculation Procedure

A grade point average (GPA) is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted.

The assigned values for the grades are A = 4, B = 3, C = 2, D = 1, and F and WF = 0.

Example:

Class Code	Course Title	Hours Attempted	Grade	Grade Value	Quality Points
Math 1111	College Algebra	3.0	A	4	12.0
ENGL 1101	Composition & Rhetoric	3.0	B	3	9.0
ACCT 1100	Financial Accounting	4.0	F	0	0
PSYC 1101	Introduction to Psychology	3.0	C	2	6.0
27.0 Quality Points divided by 13.0 Hours Attempted equals a GPA of 2.08					

The Cumulative Grade Point Average (CGPA) is an attempt to reflect 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 cumulative grade point average is that grade point average calculated on all attempts at all credit courses taken at the Technical College.

The Graduation Grade Point Average calculation includes only those courses required for graduation. 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.

The Semester Grade Point Average is that average calculated based on all credit courses taken each semester at the Technical College.

If a student completely withdraws from courses after being called to military duty, the course registration status is recorded as 'WM' for 'Withdraw Military'. The 'WM' code will have zero credit hours and zero billing hours associated with it.

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Grade Appeal Procedure

Purpose

To provide a procedure for students at Lanier Technical College to appeal a final grade or other academic decision received from an instructor.

Procedure

Questions and concerns about grades are often the result of misunderstandings about grading practices and expected standards. Direct communication between the instructor and the student, including review of the course syllabus, usually resolves these misunderstandings. If a student receives a course grade which he/she believes is incorrect, the student should contact the instructor no later than the end of the first week of the following semester to discuss the concern. If conversation with the instructor does not resolve the matter, the student will follow the grade appeal procedure:

1. The student will contact the appropriate Academic Dean to file the "Grade Appeal Form" and to request a meeting to discuss the issue. The Academic Dean will conduct an investigation in an effort to resolve the appeal and will give the student an interpretation of the grade.
2. If no solution is found after meeting with the Academic Dean, the student may file an appeal with the Vice President of Academic Affairs before the mid-term of the semester following the semester in which the grade was received, or the student will lose his/her right to appeal.
3. Upon receiving the completed appeal form, the Vice President of Academic Affairs will review the appeal, notify the instructor that an appeal has been made, and activate the Grade Appeals Committee to hear the student's appeal. Membership of this committee includes:
    - An Academic Dean, other than the one consulted in Step 2
    - A faculty member from a department not involved in the appeal appointed by the Vice President
    - A faculty member selected by the student making the appeal
    - A faculty member selected by the instructor whose grade is being appealed
4. Since the hearing conducted by the Grade Appeals Committee is an in-house procedure and not a court of law, no legal counsel or any other person may be present except the student, the instructor, and appointed members of the committee. Exceptions to this would be granted by the Vice President only in the case of a disabled student requiring some highly specialized extraordinary assistance that could not be routinely provided by the chair or another member of the committee.
5. A meeting of the Grade Appeals Committee is scheduled by the Committee Chair within two weeks of receiving the appeal.
6. On the date of the hearing, the Grade Appeals Committee convenes at the appointed place with the aggrieved student and involved faculty member. The chair of the committee presides at the meeting. The committee examines the evidence, calls witnesses as necessary, and keeps informal minutes of the proceedings that shall be available to the Vice President and President.
7. The faculty member involved in the appeal presents his/her case to the committee (no longer than 15 minutes) and calls witnesses and/or presents documentation for the committee to read later. The aggrieved student is not present during this presentation. The committee may question the faculty member concerning his/her testimony. Following completion of the testimony, the faculty member is dismissed.
8. The student involved in the appeal presents his/her case to the committee (no longer than 15 minutes) and calls witnesses and/or presents documentation for the committee to read later. The faculty member involved in the appeal is not present during this presentation. The committee may question the student concerning his/her testimony. Following completion of the testimony, the student is dismissed.
9. Following the hearing of all testimony, the committee convenes to review and discuss the evidence and make a decision as to the disposition of the appeal. A formal vote will be taken by the chair to determine the outcome of the appeal. The chair notifies the Vice President of the committee's recommendation within two working days of the hearing.
10. The chair notifies the Vice President of the committee's recommendation within two working days of the hearing.

11. The Vice President will notify the student and faculty member in writing as to the disposition of the appeal within five working days of the hearing date.
12. Further appeal, if desired by either party, will be presented to the President.
13. The decision of the President is final.

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Repeated Course Policy

When a course is repeated, the highest grade is used in the computation of the student's program GPA. Exceptions are grades of "W" and "AU." When a "W" or "AU" is the most recent grade, the previous grade is used in the computation of the student's program GPA.

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Work Ethics Grading Policies

Lanier Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success and are listed in the table below. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed within a designated entry level course in each program.

Trait	Definition
Appearance	Displays appropriate dress, grooming, and hygiene
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of planned absences
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command
Character	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
Communication	Displays appropriate nonverbal, verbal, and written skills
Cooperation	Handles criticism, conflicts, and complaints, appropriately; works well with others
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment
Productivity	Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities
Respect	Tolerates other points of view; acknowledges and appreciates rights of others; has regard for diversity
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member

Guidelines:

The Work Ethics traits will not be formally addressed in General Education or other core courses.

The Work Ethics traits will be introduced in a designated entry level course in each program. Students will be told how and when they will be assessed. Modules of instruction and a for-credit quiz will be included on BLACKBOARD or in class for the designated courses. Instructors of these courses can proceed with instruction of traits in a method that suits the design of the course/program.

Program instructors will continue to incorporate the traits informally throughout the program courses.

Students will not receive a separate Work Ethics grade for any course.

The official transcript of the college will include the following statement:

> *An emphasis, instruction and assessment on Work Ethics Traits are included in every program of study. These traits include appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.*

The following statement will appear in every course syllabus:

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.

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Intellectual Property Policy

Lanier Technical College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment. So that the College may fully utilize all works produced for it and provided for its use, an employee or student producing work for the College or its use represents and warrants that such work meets the following criteria:

- Does not violate any law
- Does not violate or infringe on any intellectual property right of any person or firm
- Does not libel, defame, or invade the privacy of any person or firm.

Intellectual property includes but is not limited to any copyrightable subject matter or materials, patentable invention, on-line course, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition, and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). Intellectual property may also include intellectual or creative works that can be copyrighted or patented such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, and inventions.

Unless otherwise provided in a separate agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with the support of college resources. Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributed as the owners of the intellectual property in the general public. College resources include but are not limited to offices, computers, standard office equipment and supplies, libraries, funds, and personnel.

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

- Ownership resides with the employee or student if all of the following criteria is met:
  - The work is the result of individual initiative and not requested or required by the College
  - The work is not the product of a specific contract or assignment made as the result of employment or enrollment with the College
  - The work is not prepared within the scope of the employee's job duties or course/program requirements and is not performed during regular working hours
  - The work is not completed using equipment, facilities, or resources provided by the College
- Ownership resided with the College if any of the above criteria are not met and/or if any of the following criteria applies:
  - The work is prepared within the scope of the employee's job duties or course/program requirements
  - The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College
  - The development of the work involved facilities, time, and/or resources of the College including but not limited to released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance

Any employee or student of Lanier Technical College must obtain the express approval of the President prior to the development of intellectual property if there is any question pertaining to ownership.

In cases where the President determines that intellectual property issues pertain, the President shall contact the Commissioner of the Technical College System of Georgia (TCSG), who shall, per TCSG Policy II.E.1, Intellectual Property, and Procedure: Development of Patentable Devices/Materials or Copyrightable Materials/Media by Technical Collge/Department Personnel, appoint a committee to make a recommendation on the rights and equities appropriate to the cast at issue.

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Learning Support Outcomes Policy

Introduction
Learning Support courses are offered at Lanier Technical College in English, Mathematics, and Reading for the purpose of helping students achieve the basic skills required to be successful in diploma and degree programs.

Policy
Learning Support courses include a college proficiency test. Learning Support students must earn a grade of C or higher on the coursework and pass this test with a grade of 70% or higher in order to advance to the next level of Learning Support or to credit courses.

Example
ENG 097 student Joe has an average of 78 for all course work and a grade of 62 on the college proficiency test. Since a score of 70 or higher is required to pass the course, the instructor turns in a grade of D for the course. The student registration system (BANNER) blocks Joe's ability to register for ENG 098. Thus Joe must repeat ENG 097.

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Leaving Class Early

Each student who leaves class prior to the end of any class must secure the approval of the instructor or instructors and will be counted tardy. In case of illness, the student must check out of college through his/her instructor. Students will be expected to adhere to the policies of their respective departments. Failure to do so may result in termination.

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Live Work Procedures

Policy
Pursuant to the State Board of the Technical College System of Georgia Policy IV.M, Lanier Technical College adheres to the following live work procedures.

Programs
The following programs are authorized to perform live work:

- Automotive Collision Repair
- Automotive Technology
- Cosmetic Esthetician
- Cosmetology
- Dental Assisting
- Dental Hygiene
- Environmental Horticulture
- Medical Skin Care
- Printing and Graphics Technology
- Welding and Joining Technology

Any additional program that wants to perform live work must obtain the approval of the Vice President of Academic Affairs or Vice President of Campus Operations, Vice President of Administrative Services, and the President.

Definitions

- Live work is defined as student work which is conducted as an integral part of a credit program which enhances a student's knowledge and skills by providing the student with the opportunity to work under real-world working conditions.

Type and Scope of Work

- Live work must always involve student participation and cannot be performed solely by the instructor. Instructors should participate in live work activities only for demonstration purposes.
- Live work will only be accepted as an integral part of the Lanier Technical College curriculum that provides student training in skill development and customer service.
- Prior to acceptance, all live work requests will be evaluated by the instructor for suitability to the curriculum.
- All live work must be done on a noncommercial basis with the exception of Lanier Technical College and the Technical College System of Georgia property. Since live work is done on a modest "cost plus" basis by a nonprofit institution, the local after-market businesses would be at a considerable disadvantage in competing with the college's live work programs. This situation could damage the college's image within the local community.
- Under no circumstances may a student or instructor receive money, rewards, or benefits or in any way personally profit from live work.
- The customer must be informed that he/she assumes the risk of the work being performed.
- All work must comply with the Governor's Executive Order on Ethics.

Prioritized List of Persons
Live work will be performed for the following groups in priority order:

- Lanier Technical College
- Technical College System of Georgia
- Students
- Instructors and staff members
- Local, state, and federal entities
- General public

Hours of Operation

All live work projects must be conducted only during normal operating hours of Lanier Technical College. All exceptions must be approved in advance by the Vice President of Academic Affairs or the Vice President of Campus Operations.

Customer Costs

- Materials, parts, and supplies used in live work must be paid for by the customer.
- All programs will charge a laboratory fee that has been preapproved by the Vice President of Academic Affairs or the Vice President of Campus Operations.
- As appropriate, programs will charge a hazardous materials disposal fee.
- All purchases for items used in live work must be processed using the college's purchasing guidelines and recorded in the college's accounting system.
- Payment received through live work must be receipted using work orders, cash registers, or other receipts approved through Administrative Services, reconciled, and submitted at least weekly to the cashier for deposit in the college's bank account.

Work Scheduling and Customer Payment Procedures

- When a customer requests a live work project, the instructor must insure that the project is within the scope of the college's live work procedures.
- The instructor will complete a written work order and determine if the customer will supply parts and materials or if the customer expects the program to supply them.
- The instructor must inform the customer that the work will be performed by students and that he/she assumes the risk for the work being performed. Customers must sign the declarations of assumption of risk and waivers of liability.
- Except for programs that have published prices for services (i.e., Cosmetology, Dental Hygiene), the instructor will inform the customer that the project will include a laboratory fee, parts, materials, and hazardous material disposal fee (if applicable) and that the college is not responsible for accident or theft of customer's property.
- No work is to be done gratis.
- The instructor will not provide a formal estimate of cost nor completion date.
- As work is completed, the instructor will list supplies and materials used and services performed on the work order along with costs.
- Once the work is completed, the instructor will complete the work order and add applicable taxes.
- The instructor will notify the customer that the work is completed.
- The customer will sign the work order to indicate that he/she is satisfied that the work has been completed.
- The customer must pay the cashier, instructor, or student in full (using the approved receipt/collection procedures) before the project can be released.
- After the customer has paid, the cashier, instructor, or student will provide him/her with a copy of the paid work order or receipt, keep a copy for the program's records, and submit a copy to Administrative Services with the reconcilement.
- If the customer pays the cashier, a copy of the work order should be given to him/her to leave with the cashier. The cashier will give the customer a receipt to show to the instructor who will mark the work order as paid.
- If the customer pays the instructor, the instructor should mark paid on all copies of the work order.
- Security will pick up live work monies at least weekly along with copies of the work orders or receipts and the reconcilement completed by the instructor/student and return them to the cashier.

Use of Live Work Funds

Excess funds accumulated in program live work accounts after all expenses have been paid may be used to enhance the program. Funds may be used to supplement operating and/or part-time personnel budgets by purchasing such items as equipment, furniture, instructional materials, college memberships in professional organizations, and/or supplies and/or funding equipment repairs, instructor travel expenses, and printing/publications.

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Plagiarism Policy

Definition

Plagiarism is a dishonest act that occurs when a student submits someone else's work (from as little as a sentence or phrase to an entire document) as his or her own. This act can range from not citing an author for ideas and/or published material (including work from the Internet) to copying and pasting information from websites or any other publications, as well as paying for a paper written by someone else. Using someone else's words or ideas in an oral presentation without giving credit is yet another form of plagiarism.

The temptation to commit plagiarism is greater than ever with all the information from the Internet. In addition, it is now easier to identify plagiarized material than ever before. Some instructors have access to the program Turnitin.com, a good resource for flagging plagiarism. Everyone has access to the Internet, and a copied and pasted sentence or section into Google will reveal if the information has been published elsewhere. In other words, detection of plagiarism is easy for instructors.

If a student is not sure what is correct and acceptable, guidance from your instructor should be sought. There are also many websites available giving specific examples of how to avoid plagiarizing.

Procedure

This is the procedure Lanier Technical College will follow in regards to plagiarized work received from a student.

- When an instructor identifies plagiarized material, he or she will assign a grade of zero to the submission. The zero may be considered a consequence of not meeting the stated criteria for the task as well as of plagiarizing. In the event that the plagiarized material is part of the course exit examination, the zero will also result in failure of the course.
- A copy of the assignment in which the plagiarism took place with documentation of the source of the original material will be given to the student and sent to the dean of academic affairs or campus director to be filed.
- If there is a second infraction by the student in any class during his/her remaining tenure at Lanier Technical College, the dean/director will contact the individual and counsel the student regarding academic repercussions. Penalties for the second act of plagiarism will be the same as the first, plus the instructor's option of giving the student an F in the course. See Code of Conduct from Student Handbook for the full scope of expected student conduct and penalties for infractions.

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Protecting the Privacy of Distance Education Students

Procedure for Protecting the Privacy of Distance Education Students

Lanier Technical College protects the privacy of all students, adhering to the same privacy standards for online students as it does for students studying on the campus, through strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student view on the College's website, in the Catalog/Student Handbook, and on the Blackboard Learning Management System (LMS) main page.

LTC issues a unique username and password to each student upon enrollment and each College employee upon date of employment who is required to access the Blackboard Learning Management System, the platform the College uses for distance education. Blackboard is a secure environment where faculty members post course materials, assignments and exams, provide chat and discussion forums for their courses, and where students participate in forum discussions, chat sessions, upload assignments, and take quizzes and exams. The privacy of individual students' assessments and grades is maintained within the learning management system.

Anyone using Blackboard is required to have a unique username and password to access any learning management resources. Faculty are restricted to accessing information associated with the specific courses they teach. Students are automatically enrolled in courses through a batch process run by the Blackboard Administrator each semester and identified by their unique username and password. Students are restricted to information allowed by faculty members in courses for which they have enrolled and student-group related activities in a given course. Course and user profile information is not visible to anyone without an account. Authorized Blackboard users cannot view the profile information of other users unless those users give permission.

Secure Login and Password: Each distance learning faculty and student enters his/her username and password into Blackboard to gain access to authorized Blackboard learning environment resources. This combination of username and password identifies faculty and students to the system on each course visit. Upon initial login, students and faculty are given the opportunity to change their password. LTC keeps no record of the student's password once it has been changed. A lost password link can be emailed to the faculty's or student's email address if requested by the student or faculty member. Students are responsible for keeping their password confidential. LMS Password Resets are submitted through email to our helpdesk. To protect the privacy of students, those working the helpdesk are trained to reset the password to match the original login. This login is automatically sent to the student's secure LTC email account. If the request is received over the phone, the passwords are reset following the same procedure.

In addition, LTC uses an online account host (BannerWeb) to enable students to view their personal information, class schedules, final course grades, and transcripts. Upon admission to the College, students are assigned a unique username and password to access this information. Upon log in to their BannerWeb account, students are given the opportunity to change their passwords for security purposes.

Each student is assigned a unique student email address by the College. This student email system is maintained by the College and provides students with a secure login environment.

Lanier Technical College provides links to other websites that may be useful for our students and/or customers. Lanier Technical College cannot make any representation of guarantee regarding the linked sites, their content or their security. For your protection, Lanier Technical College suggests that you review the privacy and security policies of the company websites for each link.

Should your private information be compromised in any way, Lanier Technical College will inform you of the breach.

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Residence Requirements

Lanier Technical College requires that a minimum of twenty five percent (25%) of the course work of a particular program be completed at the technical college granting the award. Included in this 25% may be credits earned at colleges that are participating with Lanier Technical College in a joint cooperative or consortia arrangement.

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Student Suspension and Dismissal Guidelines

Code of Conduct Violations Procedures

1. The instructor will refer any student who violates any of the academically-related code of conduct actions to the academic supervisor. The instructor will refer any student who violates any of the other code of conduct actions to the Vice President for Student Affairs.
2. The appropriate administrator will meet with the student to discuss the action and investigate the allegations as necessary.
3. Depending upon the severity and the number of occurrences of the action, the administrator will impose appropriate sanctions (verbal or written warning, probation, suspension, or dismissal).
4. The administrator will document the process and notify the instructor of the action.

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Test Proctoring Policy

The Test Proctoring Policy and Procedures were developed to ensure the security and integrity of distance education student testing. Lanier Technical College will implement test proctoring in phases.

Phase 1: Beginning Winter Quarter 2011 (201103), all online math courses are required to have the final examination proctored. Other courses may require test proctoring at the discretion of the instructor or dean.

Phase 2: Effective Fall Semester, 2011 (201212) the following courses when taught online are required to have the final examination proctored. Note that hybrid courses will continue to be treated as traditional courses for testing purposes.

- Allied Health Science (Medical Terminology & Anatomy and Physiology)
- Biology (Anatomy and Physiology)
- Chemistry
- Economics
- English
- History
- Humanities
- Mathematics
- Physics
- Psychology
- Sociology
- Political Science

Exception: The requisite on-campus presentation assignment for ENGL 2130 satisfies the proctor requirement; hence, a proctored final exam is not mandatory.

Proctoring Options

Students are responsible for scheduling proctored events as outlined within the course syllabus, course calendar, instructor emails, course announcements, and/or other communication means within the course. The following options are available to students at the discretion of the instructor.

1. Complete the proctored event at the time scheduled by the instructor and posted on the syllabus.
2. Arrange an appointment with an instructor-approved proctor. Approved proctors include persons who are not related to the student:
    - A faculty member or administrator of an regionally-accredited university or college
    - A school superintendent, principal, or counselor
    - A librarian
    - A commissioned officer whose rank is higher than the student's own (for students in the military only)
3. Have the event proctored by another Technical College. Click here for contact information for other Technical Colleges.
4. If the instructor allows, the student may schedule the exam through ProctorU during the time posted on the syllabus. This will be at the student's expense based on the time limit of the exam. Click here to learn how to get started with Proctor U.

LTC ProctorU	Student Fees
30 minutes	$8.75
60 minutes	$17.50
120 minutes	$25.00
240 minutes	$33.75

Students with documented disabilities and/or special testing needs should contact their instructors for appropriate accommodations in collaboration with the College's ADA Coordinator at 770-533-7003.

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Transferring and Awarding Credit Procedure

Under appropriate circumstances, students may be awarded academic credit for coursework completed at other institutions, or for other forms of training/education that are comparable to courses offered at Lanier Technical College.

Transfer of College Credit

A student may receive credit for courses taken at another postsecondary institution if:

- The course taken has essentially the same content and is taught at a comparable or higher level as the course at Lanier Technical College;
- An official transcript is on file in the student's admission file from all post-secondary institutions attended;
- The course has an equal or greater number of credit hours as the course at Lanier Technical College;
- A grade of "C" or higher has been earned for the course to be transferred;

Some courses are subject to a time limit for transferability. The Office of the Registrar provides a list of these courses.

A grade of "TR" (Transfer Credit), "TRA" (Transfer Credit A - not calculated in GPA), "TRB" (Transfer Credit B – not calculated in GPA), or "TRC" (Transfer Credit C – not calculated in GPA) will be entered on the permanent record if credit is awarded. The hours will not be computed in the grade point average.

Transfer Credit from Regionally Accredited Institutions

The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.

Transfer Credit from Non-Regionally Accredited Institutions

For coursework taken at non-regionally accredited institutions, the Office of the Registrar and the Academic Affairs division determine the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which students seek transfer credit. The Office of the Registrar mails a Faculty Credential Verification Form to the previous institution. The VPAA validates the credentials of the faculty who taught the course(s). The Office of the Registrar, the VPAA, and - when appropriate - faculty credentialed in the field evaluate the comparability of the nature, content, and level of the learning experiences to the courses offered at Lanier Technical College; the appropriateness and applicability of the learning experiences to the programs offered at Lanier Technical College; and the length of time that has passed since the course was taken. In cases where course equivalency is questioned, credit must be validated by examination.

Articulated Credit

Students who graduated from a Georgia high school within the previous 24 months may be eligible to earn credit for high school coursework. Students wishing to receive articulated credit must complete a Request for Articulated Credit Form in the Office of Student Affairs, and complete a validation exam for each course selected. Credit will be awarded in cases where the student scores 70% or higher on the validation exam for the course.

Exemption Credit

Exemption credit is awarded when the student successfully completes an examination equivalent to the course's final comprehensive examination. The student must present satisfactory evidence that he/she

has prior knowledge of a particular subject before being eligible to test. Such evidence may be in the form of a portfolio, job description, letter from an employer, certificate of completion from a noncredit program, transcript from a non-accredited program, or similar documentation. The course instructor makes the determination whether or not the student is eligible to test. In order to take an exemption evaluation, the student must complete an Exemption Credit Payment Form.

Advanced Placement Credit

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services

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

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

Armed Services Credit

Armed Services Credit may be awarded for education/training courses in the Armed Services. Such learning experiences must be certified by the American Council on Education (identified in the Council's publication, Guide to the Evaluation of Educational Experiences in the Armed Services). Credit is given on the basis of individual evaluation. Creditable military experience must closely correspond in content and competencies to courses in the Lanier Technical College curriculum. The student must complete a Request for Transfer Credit Form.

Professional Certification & Licensure Credit

Credit may be awarded for education/training courses provided by agencies and organizations such as Peace Officer Safety Training (P.O.S.T.) and Georgia Fire Academy. Such learning experiences must be documented by the agency and experience must closely correspond in content and competencies to courses in the Lanier Technical College curriculum. The student must present evidence of course completion in the form of a transcript, official certificate of completion, or other official documentation. Consulting the parameters listed in the Professional Certification and Licensure Credit Chart, the Transfer Credit Evaluator will award appropriate transfer credit subject to approval by the Registrar. A student wishing to receive such credit must complete a Request for Transfer Credit Form.

Residency Requirement

In order to obtain a degree from Lanier Technical College, a student must complete at least 25% of the curriculum requirements through instruction offered by Lanier Technical College.

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Tutoring Services Procedures

Tutoring services are available at each Lanier Technical College Campus as indicated:

- **Hall:** English, Math, and Biology
- **Forsyth:** English/Reading, and Math
- **Barrow and Dawson:** English
- **Jackson:** English and Math scheduled on an as-needed basis (students at this campus may be referred to Hall, Forsyth, Dawson, or Barrow tutoring services).

Semester Tutoring Schedules are available online: www.laniertech.edu/Tutoring.aspx

Tutoring services begin within the first two weeks of each semester. Flyers are placed in the student centers and libraries, outside classrooms, and on distance learning forums.

Students may choose on their own to attend available tutoring services, or they may be referred by an instructor or by Student Affairs.

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Withdrawals

Students who transfer or withdraw from college must inform the Office of Student Affairs. All information should be in writing so as to protect the student's scholastic record and facilitate transfers to other colleges or employment. The college's standard termination form is completed by the student and the instructor. A reason for withdrawal should be given. If the student plans to reenter, he/she must complete a Re-Entry Request Form and return it to the Office of Admissions before the anticipated registration date. An honorable dismissal cannot be given to any student who has not satisfactorily accounted for all property and financial obligations.

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Work Ethics Policy

The Technical College System of Georgia Work Ethics program is designed to promote positive work behaviors and to prepare students to be better, more productive workers. Evaluation is based on the following identified set of ten work ethics traits: Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organization, Communication, Cooperation, and Respect.

Grandfather Clause: Students enrolled in any credit course prior to Fall Semester 2013 are deemed to have successfully completed the Work Ethics Program through the demonstrated attainment of a Work Ethic grade of 2 higher.

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Student Affairs Mission Statement

The Student Affairs division promotes the development of a supportive environment that enhances student learning through enriching student services, programs and experiences that meet the needs of a growing and diverse student population.

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Accidents, Personal Illness, or Injury

Any student who becomes seriously ill or who is injured on campus or at a college-related activity should notify his/her instructor immediately. In the event the instructor is not available, the student should notify the Office of Student Affairs. First aid supplies for minor injuries are available in many classrooms and laboratories and in the Office of Student Affairs. For serious illness or injury which prevents the student from transporting himself/herself to get medical attention, the instructor will call for an emergency vehicle (911) and then notify the Office of Student Affairs immediately. Members of the College Administration will aid in directing the emergency vehicle to the appropriate location and arrange for someone to remain with the ill or injured student so that the instructor does not have to leave his/her class unattended.

Accident Investigation
For every accident, an Accident Report Form should be completed by the student and instructor and forwarded immediately to the Vice President for Student Affairs who will forward copies of the report to the Administrative Secretary in the Administrative Services office, for the Safety Committee to review.

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Admissions & Career Counseling

The intent of the Office of Admissions staff is to help students achieve their career objectives by clarifying their goals, identifying their skills and interests, and making informed career decisions. The Office of Admissions and the Office of Career Services are both available to assist students with selecting a program of study best suited for their needs. Services available include career interest inventories and assessments, job outlook information and guidance regarding program entrance requirements and costs.

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Career Services

Career Services is responsible for helping students choose careers, write resumes and cover letters, and search for jobs. Career Services establishes relationships with employers who recruit on campus and conducts two career fairs per year on the Hall and Forsyth campus locations.

The primary purpose of the Career Services is to make available:

- Current job listings for full-time and part-time jobs.
- Career counseling and assessment.
- Career and Skills Assessment Inventories including FOCUS 2
- Individual assistance with writing cover letters and resumes.
- Job interview preparation.
- Resume, interview, and job search workshops.
- Career development resources and handouts.
- Job market and salary information.

For more information, or to make an appointment with career services staff, contact:

Malissa Lawrence
Career Services Specialist
770-533-7009 phone
mlawrence@laniertech.edu

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Decision Making Process

Student feedback and opinions play a significant role in institutional decisions affecting their interests. Students may also participate in the decision-making process at Lanier Technical College through the Student Government Association (SGA), student professional organizations, task forces and committees, focus groups, various advisory committees, and written evaluations of courses and services offered. The SGA plans college-wide activities and fund raising projects each year. A comprehensive student satisfaction inventory is also given to large groups of students every year to gather feedback on current issues and services provided. Students also contribute to decision-making through input they give on surveys and evaluations throughout the year.

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Disability Services

Lanier Technical College provides support services for students with disabilities. These services ensure program accessibility and reasonable accommodations to individuals defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008. A disability is defined as any condition that substantially limits one or more of life's major activities. "Major life activities" include such functions as major bodily functions, caring for oneself, performing manual tasks, seeing, hearing, eating, speaking, sleeping, walking, standing, lifting, bending, learning, reading, communicating, concentrating, thinking, and working. The condition may be permanent or temporary.

In order to receive accommodations at Lanier Technical College, it is the student's responsibility to self-disclose this disability to the Disability Services Coordinator. Current documentation of the disability from a professional diagnosis is required. Documentation must be no older than 3-5 years and assessment based on adult criterion. Documentation must indicate that the requested accommodations are necessary for "participation in the college's educational programs".

Services provided include but are not limited to the following: registration assistance, orientation to campus, institutional test modification, reader, note taker, use of tape recorder, enlarged copies, assistance in obtaining books in alternative formats, assistive technology and software, interpreter services for the deaf, accessible classrooms, accessible parking, and information and referral to campus and community support services. Students must be aware that accommodations may be offered to alter the way in which material is presented, but in no way modifies course content or program requirements as established by the Technical College System of Georgia. Accommodations that compromise the academic integrity of a course are not allowed. In order to demonstrate successful attainment of arithmetic competencies, students in certain math classes will not be allowed to use calculators as an accommodation.

Lanier Technical College strives to provide, within reason, appropriate resources, services and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences and career opportunities.

Inquiries concerning the application, policies, and practices of the American with Disabilities Act for Lanier Technical College may be addressed to the following:

Allsion Haynes
Coordinator of Disability Services
770-533-7003 phone
678-989-3133 fax
ahaynes@laniertech.edu

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Financial Aid

Staff of the Office of Financial Aid offer general information, eligibility requirements, and application procedures for HOPE Grant, HOPE Scholarship, Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, Veterans Benefits, Vocational Rehabilitation Funding, Unemployment Benefits, and Employer-Sponsored Scholarships. Also, counselors advise students on how to locate additional sources of funding and how to budget for expenses throughout the term.

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General Catalog and Student Handbook

The General Catalog & Student Handbook contains detailed information on the college's services, policies, and regulations. It gives detailed information on programs and courses offered at Lanier Technical College. This information is available at new student orientation and is easily accessible on the college web site.

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Insurance

Student accident insurance covers the student during participation in official college activities on or off the campus during regular college hours when under the supervision of an instructor or organization advisor. The policy provides no payment of any kind for injury, death, or any loss caused by injuries sustained while operating or while a passenger in or on any two-or-three wheel motor vehicle. The student insurance policy covers only bodily injuries due to accidents and is not guaranteed to pay the full amount on any claim. Students who feel this coverage is not sufficient should contact their insurance agent for additional coverage.

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Liability Insurance

Some programs have a liability insurance fee that must be paid annually. These fees are not covered by traditional financial aid (PELL Grant, HOPE Grant, HOPE Scholarship, etc.). The fees range from $10.20 to $42.60 depending on the program.

Students in the following programs are assessed fees for liability/malpractice insurance. Students in the EMT (Basic, Intermediate, Paramedic) programs are also assessed fees for a background check. These fees are determined according to courses taken and the term that the fee is supposed to be charged. Charges are assessed based on the semester that courses which require liability insurance or a background check are taken. Insurance fees are paid to Lanier Technical College. Background check fees are paid to the certifying agency.

- Associate of Science in Nursing
- Certified Nurse Assisting
- Cosmetology
- Cosmetic Esthetician
- Dental Assisting
- Dental Hygiene
- Early Childhood Care and Education
- EMT (Intermediate, Plus)
- Firefighter/EMT
- Medical Assisting
- Medical Laboratory Technician
- Paramedic Technology
- Pharmacy Assistant
- Phlebotomy Technician
- Practical Nursing
- Radiologic Technology
- Surgical Technology

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Appeal Process for Records Correction

Any student who believes that adjudication of his/her challenge was unfair or not in keeping with provisions of the Act may request, in writing, assistance from the President of the College to aid him/her in filing complaints with The Family Education Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington D. C. 20202. Revisions and clarifications will be published as experience with the law and college's policy warrants.

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Exceptions

Students may not inspect nor review the following as outlined by the Family Educational Rights and Privacy Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the college will permit access only to that part of the record which pertains to the inquiring student. The college is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January1,1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

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Records Correction Procedures

Any student who believes that his/her education record contains information that is inaccurate or misleading, or is otherwise in violation of his/her privacy or other rights may discuss his/her problems informally with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and he/she will also be informed by the Registrar of his/her right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Vice President for Student Affairs who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the student's expense. The hearing panel which will adjudicate such challenges will be the Vice President for Student Affairs, representatives from the Office of Student Affairs, and a faculty representative from the student's program of study.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

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Matriculation

You are a matriculated student when you are officially enrolled in a program (i.e. sent in any official transcripts, if needed), paid the application fee, and have received an "acceptance" letter to the College. To receive Financial Aid, you must be matriculated.

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Maximum Number of Credit Hours

A student may not register for more than 18 credit hours without approval from the Vice President of Academic Affairs or his designee.

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No Show Policy

Any student (day, evening, full-time, part-time, in-class, on-line) who does not physically attend the first scheduled class meeting for an on-campus class or complete an academic assignment during the three (3) calendar day add period for an online class will be considered a No Show. Detailed information including the student name, ID number, CRN, course prefix and number (e.g. MATH 1111), and the statement "No Show" must be submitted by the class instructor to the Office of the Registrar via email to registrar@laniertech.edu by the end of the first full week of class.

Reinstatement Procedure: Students will be routinely reinstated by the Office of the Registrar and may be required to pay the $45 late registration fee during the add/late registration period. Students who desire reinstatement after the end of the add period require approval by the instructor of the class via an email to registrar@laniertech.edu. Examples of candidates for reinstatement are students who were declared as a No Show or were purged for non-payment of fees.

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Registration

Registration dates will be published annually in the college Academic Calendar. In-house memos, student email, the college web site and other correspondence may also be used to notify students and employees of registration dates and times. Individual notices will be sent to new students only. Students are responsible for keeping apprised of registration dates and times.

Student registration is completed by the student via Banner Web, our student record database. Each student is assigned a confidential login and password. New Student and Late Registration sessions provide staffed web labs for registration assistance. Contact the Office of Student Affairs concerning registration information.

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Registration Eligibility

Students who have received an official letter of acceptance to the college and continuing students not on academic dismissal nor on academic probation the first term returning from dismissal may register for classes.

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Registration Procedures

Registration for credit classes occurs in three phases at Lanier Technical College:

1. **Current Student Registration** - Advisement/Registration for currently enrolled students or students who sat out the previous semester and did not change his or her program of study only.
2. **New Student Registration** - Registration held for new students who have completed all admission requirements and for returning students who did not register during Current Student Advisement.
3. **Late Registration** - An open-to-all registration for new, current, and former students who are eligible to register. There is a $45 late fee.

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Registration Errors

It is the student's responsibility to complete the proper forms and procedures for registration or changes to registration and to verify that his/her schedule of classes is correct. The Office of the Registrar cannot be held responsible for errors resulting from the student's failure to execute the proper procedure or verify his/her schedule at the time it is received. Any problems experienced at registration or as a result of registration should be reported immediately to the Office of the Registrar.

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Reinstatement Procedure

Students will be routinely reinstated by the Office of the Registrar and will be required to pay the $45 late fee.

A student who was purged for non-payment and desires reinstatement after the end of drop/add period but before the reinstatement deadline should contact Administrative Services in person on the Hall Campus or the front desk of the other LTC campuses to satisfy his or her account balance. Once the account balance is paid, Administrative Services will contact the Registrar's Office and the student will be reinstated into his or her original schedule.

The reinstatement deadline varies each term but is typically one week after the purge for non-payment. Requests for reinstatement after this deadline will not be approved.

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Student Records

The Registrar's office maintain a permanent record on all students which includes admissions data, educational record, and termination status. In keeping with the Family Educational Rights and Privacy Act (1974), they maintain the confidentiality of personal and academic records. Upon written request, they issue transcripts which detail academic history and transfer credit. In conjunction with program advisors, the Registrar's staff advises students on academic, transfer, and graduation issues.

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Withdrawing From Courses

A student who withdraws from a course prior to the first day of the semester or during the three day drop/add period may be due a refund of tuition (see Refund Policy).

After the three day drop/add period through the 60% date of the semester, a student may withdraw from a course online via Banner Web at www.laniertech.edu. Students who withdraw after the third instructional day will not be due a refund and are responsible for their full account balance. Note: An instructional day is based on the academic calendar, not a student's individual schedule.

A student that officially withdraws from classes during the first 60% of any academic term following drop/add period will earn a grade W. These grades are not included in the calculation of grade point averages. However, students on financial aid should be aware that a drop or withdrawal after the three day drop period may affect their financial aid eligibility.

After the 60% period students will earn a grade of WF if they stopped attending without withdrawing and were not awarded a hardship withdrawal. The grade of "WF" will be calculated as an "F" in the GPA. This grade may affect financial aid eligibility.

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Withdrawing From the Institution

After the three day drop/add period but prior to the 60% point of the term, if a student wishes to withdraw from all courses, and thus withdraw from the college, s/he may either:

1. Follow the instructions for withdrawing from each individual course at: Withdrawing From Courses or
2. Email registrar@laniertech.edu from his or her LTC student email account and include:
    - full name
    - student ID number
    - the written request to withdraw from the college from all courses

The withdrawal will be effective the date the email is sent. The deadlines and academic and financial penalties outlined at Withdrawing From Courses also apply to total withdrawals.

If a student stops attending after the 60% point of the term, s/he may no longer withdraw. Grades of "WF" will be recorded at the end of the term and academic and financial penalties outlined at Withdrawing From Courses will also apply. Students may request a Hardship Withdrawal if applicable.

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Hardship Withdrawal Policy

Hardship withdrawals are limited to certain criteria which can include:

- Hospitalization of the student or minor child for an extended timeframe.
- Death in the immediate family only (spouse, child, sibling, parent).
- Active military duty or deployment.
- Being seated on a jury for more than three (3) days.

Important things to understand about a hardship withdrawal request:

- If the normal withdrawal period is open, we will not accept a Hardship Withdrawal form and the student should use the BannerWeb self-service withdrawal process.
- A narrative and documentation is required to be submitted with the hardship withdrawal request. If supporting documentation is not received, request will be denied.
- If granted, hardship withdrawals must be done for ALL enrolled classes for a given term.
- No refunds are issued and the grade of a "W" will appear for each course on the student transcript.
- Only one (1) hardship withdrawal can be granted per student during their academic career at LTC.

Students may request a hardship withdrawal by completing a hardship withdrawal request. Hardship withdrawals must be submitted no later than 25 calendar days following the end of the semester for which the withdrawal is requested. **The Registrar's Office will make a determination within 7 business days of receipt of the completed hardship withdrawal request.**

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Lanier Technical College Program Costs

Financial assistance is available to those students who complete the necessary paperwork and qualify. Students wishing to apply for financial aid are encouraged to do so prior to enrollment. Lanier Technical College offers several types of federal and state grants; however, we do not participate in the federal student loan program.

All applicants who are interested in receiving State aid(HOPE Program funding) and/or Federal aid (Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Federal Work Study program) are encouraged to complete the Free Application for Federal Student Aid (FAFSA). It is recommended that students file their FAFSA at least four to six weeks prior to the date the funds will be needed. The application is available on-line at: www.FAFSA.ed.gov. Lanier Technical College's school code is 005254. Most of our diploma and degree programs are Pell eligible; however only a few of our certificate programs meet the eligibility requirements for federal aid. Please check with the Office of Financial Aid for a list of Pell approved programs.

Degree seeking students will be evaluated for HOPE/Zell Miller Scholarship eligibility upon acceptance into a degree level program. Students may also submit a request for HOPE Scholarship evaluation to the Office of Financial Aid. Please contact the Office of Financial Aid at 770-533-7019 with questions regarding HOPE Scholarship evaluation procedures.

Students must be accepted for admission to Lanier Technical College before financial aid eligibility can be finalized or awarded.

Please contact the Office of Financial Aid if you have questions regarding your financial aid eligibility. Students who have applied for financial aid are responsible for assuring that their financial aid files are complete prior to registration. If your financial aid awards have not been posted to your student account via BannerWeb prior to registration, please call 770-533-7022. Please remember that financial aid (HOPE, Pell) may not cover all charges/costs. Please be prepared for out of pocket expenses which may include tuition, fees, books, and supplies. Review the program cost information for approximate costs of books and supplies.

Students admitted as Special Admission (undeclared) will not be eligible to receive financial aid.

For additional fee information, please contact the program advisor.

There may be a late registration fee for students who register after Open Registration, or during Late Registration. This is in addition to the costs that are given in the Lanier Technical College Program Costs list that follows.

List of Semester Programs and Program Costs

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General Financial Aid Information

Financial Aid Programs Available

Federal Programs

Pell Grant
Federal Work Study
Federal Supplemental Educational Opportunity Grant

State Programs

HOPE Grant/HOPE Scholarship
MOWR Program
HERO Scholarship
Georgia Public Safety Memorial Grant
Student Access Loan Program
Zell Miller Scholarship

Additional Programs

Foundation Scholarships
Unemployment Benefits
Workforce Investment Act (WIA)
Veterans and Eligible Dependents
Vocational Rehabilitation

Applying for Financial Assistance

The financial aid program at Lanier Technical College is designed to provide financial assistance to eligible students. Our program is intended to supplement the efforts of the student and family. Application forms are available from the Financial Aid Office and online. It is recommended that application procedures for financial aid begin as soon as you have selected your program of study. Click here for more information regarding how to apply for financial aid.

Requirements for Financial Aid

Federal Requirements
State Requirements

Financial Aid and Transient Status

Outgoing Transient Students (LTC Transient Students Enrolling in Other Colleges)
Incoming Transients (Transient Students from Other Colleges Enrolling at LTC)

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Applying for Financial Aid

All applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA). It is recommended that students file their FAFSA at least four to six weeks prior to the date the funds will be needed. The application is available on-line at: www.FAFSA.ed.gov

If you are selected for verification by the U.S. Department of Education, you will be required to provide additional documents.

When filling out your FAFSA, please use the name that is reflected on your Social Security Card for each and all parties that are included on the application. Using nick names, middle names or abbreviations can cause a mismatch with the Social Security Administration and delay processing of your application.

A Student Aid Report (SAR) will be mailed/emailed directly to the student from the federal processor. When received, you will need to review the information for accuracy. Make any corrections needed and return the form to the federal processor for corrections. If no corrections are needed, no further action is required.

In addition, applicants should note that Lanier Technical College does *not participate in any of the federal student or parent loan programs*.

Additional information needed for the FAFSA:

Lanier Technical College
Title IV School Code: **005254**
2535 Lanier Tech Dr
Gainesville, GA 30507

Students who do not wish to be considered for federal student aid may complete an application for HOPE Grant/Scholarship funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: https://www.gafutures.org/. This electronic application will speed up the approval process, assuming that all eligibility requirements have been met. Students who decide not to apply electronically can download and print a paper application from the GSFC web site. This paper application must be mailed to GSFC for processing:

Georgia Student Finance Commission
2082 East Exchange Place
Tucker, GA 30084

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Financial Aid and Transient Status

Outgoing Transient Students (LTC Transient Students Enrolling in Other Colleges)

A student in good standing and enrolled at Lanier Technical College may choose to enroll in classes at other colleges (host colleges) for credit towards the student's program of study while Lanier Technical College remains his or her home college.

1. A student should complete and submit the Request for Transient Status form to the Registrar's Office. If the student is taking an online course) then he/she must apply at GVTC; www.gvtc.org. If the course is not an online course, then the student must apply directly to the host college. The Registrar's Office reviews and submits the Transient Student Agreement form to the GVTC website. The financial aid office completes the financial aid section of the Transient Student Agreement. If the student is eligible for HOPE, then a portion of the tuition will be covered at the host college. The student is responsible for a portion of tuition that HOPE does not pay and all fees and books.
2. Students who receive only the Pell Grant are responsible for tuition and fees at the host college at the time of registration. Only the home school will disburse Pell funds. The Federal Pell Grant will be awarded to transient students after the fourth week of the semester after the Financial Aid Office has received certification of the student's enrollment by the host school.
3. Veterans should contact the VA certifying officials at both the home college and host college. The Veteran must notify the home college VA certifying official of his/her transient status. The VA certifying official at the host college must certify the class hours for which they are enrolled to Veteran Affairs.

Incoming Transients (Transient Students from Other Colleges Enrolling at LTC)

1. A student should have a Transient Student Agreement form submitted by their home college to the GVTC website. The financial aid section of this form will indicate whether or not the student has been approved for HOPE Grant or HOPE Scholarship. If the student is eligible for HOPE, then a portion of the tuition will be covered at the host college. The student is responsible for a portion of tuition that HOPE does not pay and all fees and books.
2. Students who receive only the Pell Grant are responsible for paying the tuition and fees at the host college. The student's home college will award and disburse Pell funds for the term.
3. Veterans must notify the certifying official at the host college of their enrollment so that these hours may be certified for Veteran Affairs.

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Financial Aid - Net Price Calculator

What is the Net Price Calculator?

The Net Price Calculator is a tool for students and parents to obtain an estimate of what it may cost to attend Lanier Technical College. The information you receive from the calculator is a broad estimate for first-time, full-time students and may vary from student to student depending on personal factors. It is an estimate based on cost of attendance and financial aid provided to students in a previous year. The estimates are not binding on Lanier Technical College or the state.

How does it work?

To estimate your net cost of attending Lanier Technical College, the Net Price Calculator first considers the colleges' cost of attendance, which includes tuition, fees, books and supplies, as well as those costs related to normal living expenses such as room and board and other personal expenses. Next, using financial data you enter into the calculator, the calculator estimates the amount that you/your family could reasonably expect to contribute to pay for college expenses. Finally, the calculator evaluates your eligibility for financial aid (need-based and non-need based) by matching your financial aid personal characteristics to the criteria the college uses to determine financial aid awards.

How can the Net Price Calculator help me?

Net price is the key to understanding what a specific college is likely to cost and allows you to better compare your out-of-pocket expense for one college to another. Please note that in estimating costs for a technical college, the calculator assumes the student is attending year-round, including a summer term. Other colleges may only assume attendance for fall and spring terms, but not summer.

Getting Started

Completing the calculator should take just a few minutes of your time. You will need to answer some basic questions about you/your family's financial situation so it might be helpful to have recent tax forms or pay stubs on hand before you begin. This is not an official application for financial aid. To be considered for financial aid, please complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Click here to open the Net Price Calculator

The estimate provided using this net price calculator does not represent a final determination, or actual award, of financial assistance. The price of attendance and financial aid availability may change.

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Effective Dec. 3, 2018, Lanier Technical College's address will be: 2535 Lanier Tech Drive, Gainesville, GA 30507
Phone: 770-533-7000 | Fax: 770-531-6328
A Unit of the Technical College System of Georgia

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Refund Policies

Students not receiving financial assistance and students awarded HOPE funds only will receive refunds in accordance with the Institutional Refund Policy. Title IV recipients who totally withdraw from Lanier Technical College will have their refunds calculated in accordance with the Return of Title IV Funds Refund policy. Students receiving Title IV funds and HOPE funds will have their refunds calculated in accordance with the Title IV refund policy and the Institutional Refund Policy. The refund policies are outlined on the following pages.

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Return of Title IV Funds Policy

When a Title IV recipient totally withdraws, Lanier Technical College must use the following steps to return Title IV aid:

1. Determine a student's withdrawal date.
2. Determine the amount of aid disbursed for the payment period.
3. Determine the amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.
4. Determine the percentage of Title IV aid the student earned by dividing the number of calendar days attended during the semester by the total number of calendar days in the semester.
5. Calculate amount of Title IV aid earned by the student by multiplying the above percentage by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.
6. Determine if student is due a Post-withdrawal Disbursement or if Title IV aid must be returned. If the amount of Title IV aid earned is greater than the total of Title IV aid disbursed then subtract the Title IV aid disbursed for the payment period from the amount of Title IV aid earned. This is the amount of the post-withdrawal disbursement due. If the amount of Total Title IV aid disbursed is greater than the amount of Title IV Aid earned by the student, then subtract the amount of Title IV aid earned from Title IV aid disbursed for the payment period. This is the amount of Title IV aid that must be returned.
7. Calculate amount of unearned Title IV aid due from the college. Multiply institutional charges for the payment period times the percentage of Title IV aid unearned. Compare this amount to the amount of Title IV aid to be returned and enter the lesser amount.
8. Determine return of funds by college. The college must return the unearned aid for which the college is responsible by repaying funds to the appropriate sources.
9. Calculate initial amount of unearned Title IV aid due from student. Subtract the amount of Title IV aid due from the college from the amount of Title IV aid to be returned.
10. Determine return of funds by student.

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Refund Policy for Title IV and HOPE Recipients

If the student received federal Title IV funds in addition to HOPE funds, Lanier Technical College must follow the Title IV Return of Funds policy to determine the amount of federal Title IV refund. To determine the refund to HOPE, Lanier Technical College must then follow the institutional refund policy. If all or part of the student's Title IV aid was disbursed directly to the student, the college must bill the student for the refund. This notice will show all financial aid received by the student, the amount earned by the student, and the amount to be returned by the student to the college. A hold will be placed on any student's account who must repay the college for federal Title IV funds. The hold will prevent these students from registering, receiving transcripts, etc.

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Refund Policy for HOPE Only Recipients

If a refund is due and the student received HOPE funds but did not receive federal Title IV funds, then such amounts must be refunded to HOPE, by applying the institution's refund policy to the student's original HOPE award for partial tuition.

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Institutional Refund Policy

Students withdrawing from a course by the end of the third instructional day of the term and no shows shall receive a 100% refund of applicable tuition (hours below the 15 hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar. (Note: the first instructional day of a term is the day classes begin, which is not necessarily the first day of an individual student's schedule.)

Students who withdraw from a course after the third instructional day of the term shall receive no refund. Refunds are processed when a student withdraws from a course or the college, or is withdrawn from the college. The student is not required to request a refund.

Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV Policy as outlined in the College catalog.

Unexpected closure of the college (for example, due to inclement weather) that occurs during the refund period will be taken into consideration in the calculation of refunds.

Some courses may be cancelled due to low enrollment. In the event of a cancellation, a student may choose to change to an alternate course or may receive a refund. Refunds due to a course cancellation will be at one hundred percent (100%).

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Lanier Technical College Satisfactory Academic Progress Policy for Students Receiving Federal or State Financial Aid

Students receiving financial aid from federal and state programs must be making satisfactory progress toward their diploma, certificate, or degree. Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of work. Financial aid regulations require that we monitor course completion rate as well as cumulative GPA. To maintain eligibility for financial aid at Lanier Technical College, students must earn a cumulative GPA (grade point average) of 2.0 or better, and satisfactorily complete at least two-thirds (66.6%) of all course work (credit hours) attempted.

Effective Summer Quarter 2008, Lanier Technical College will provide a three day "NO HARM-NO FOUL" drop period for all students. Students who withdraw from a course by the end of the third instructional day of the term will not receive a grade for the course and these courses will NOT appear on the student's academic transcript. Note: An instructional day is based on the academic calendar, not an individual student's schedule. Classes dropped after the end of the third instructional day of the term will appear on each student's academic transcript and will receive a grade of W (withdraw), WP (withdrawn passing), and/or WF (withdrawn failing). Grades of I, W, WP, and IP are not used in calculating a student's GPA, but are counted as course work attempted. Courses receiving grades of W, WP, WF, I, IP, and F are not considered satisfactorily completed hours and will affect a student's future financial aid eligibility.

The Offices of Student Affairs and Financial Aid have developed the following standards of satisfactory progress which a student must achieve in order to maintain federal/state aid eligibility:

General Provisions & Eligibility Requirements

1. Students must be enrolled in an eligible program to be approved for federal or state financial aid. Students accepted into the Special Admission status are not eligible for Title IV aid. Regular or provisionally admitted students may receive Title IV benefits if eligible. Technical certificate programs are evaluated on an individual basis to determine if they meet the minimum training requirements for Title IV benefits.
2. Effective with the 2012-2013 award year, a student must have: a high school diploma, or a GED certificate, or completed homeschooling at the secondary level as defined by state law to receive Title IV funds. However, students who were enrolled in an eligible educational program of study before July 1, 2012 may continue to be considered Title IV eligible under the Ability to Benefit (ATB) test standards or by completing at least six credit hours of college work that is applicable to a degree or certificate.
3. Exempted and audited courses may not be counted in the calculation of a student's total credit hours for determination of Title IV financial aid benefits.
4. Title IV aid can be awarded to students enrolled in diploma, degree and approved certificate programs who are taking online/internet courses.
5. Transfer students will be assumed to be maintaining satisfactory academic progress for the first semester enrolled. After the first semester, the student will be responsible for meeting all Lanier Technical College academic progress requirements.
6. "I" (incomplete) is used to indicate that the student is doing satisfactory work but has not completed all requirements for the course by the end of the semester. Any course receiving an "I" designation must be completed by the midterm of the following semester or the "I" will convert to a grade of F.
7. Learning Support courses are included in hours attempted (qualitative assessment). Students are allowed to receive financial aid for no more than 30 semester hours of Learning Support courses and must show academic progress in the remedial coursework. Successful completion of learning support classes requires a C* or better.
8. Transfer credits that count toward the student’s current program must count as both attempted and completed hours.
9. Academic progress determinations will be made each semester after grades have been posted.
10. To maintain eligibility for financial aid at Lanier Technical College, students must successfully complete 66.6% of all cumulative credit hours attempted and maintain a cumulative GPA (grade point average) of 2.0. Any course for which a student registers will be counted in the maximum

time frame and percentage calculations. Quantitative and qualitative standards must be cumulative and must include all periods of the student's enrollment; even periods in which the student did not receive SFA funds must be counted. A student will be notified in writing by the Office of Financial Aid if he/she is in violation of the standards of satisfactory progress.

11. Courses receiving grades of I, IP, W, W*, WP, WP*, WF, WF*,D*, F, and F* are not considered completed hours. A student who fails to maintain a cumulative GPA of 2.0 or to complete 66.6% of all credit hours attempted will be placed on financial aid warning for one semester. The purpose of financial aid warning is to alert the student that his or her academic performance is not acceptable. A student placed on financial aid warning must attain a cumulative GPA of 2.0 and achieve the required completion rate by the end of the next semester in attendance to remove him/her from the warning status. A student on financial aid warning is eligible for Title IV aid.
12. Students who do not meet SAP standards under the Warning status at the end of the subsequent semester will be placed on Financial Aid Suspension. Students on financial aid suspension are not eligible to receive financial aid.
13. Students have the right to appeal the denial of financial aid if they feel there are extenuating circumstances, which prevented them from meeting the specified requirements. Appeals must be written and must specifically address the extenuating circumstances. All documentation and/or letters of appeal must be received by the Office of Financial Aid at least one day prior to the committee's scheduled meeting at the beginning of each semester, specified in the suspension letter. Late appeals may be considered on a case by case basis. The committee will provide a written decision to the student within four (4) calendar days of the committee's meeting.
14. Students who file an appeal and who should be able to meet the SAP standards by the end of the subsequent payment period will be placed on probation without an academic plan. If the student, based on the appeal, requires more than one payment period to meet progress standards, the student must provide an Academic Plan completed and signed by the student and his/her advisor to the Office of Financial Aid. The student is eligible to receive Title IV aid as long as the student continues to meet the academic plan requirements. A 100% pass rate for the term is required. Any withdrawals or failing grades will result in suspension of the academic plan.
15. Reinstatement of financial aid after a student's aid has been terminated for lack of satisfactory academic progress can be achieved once a student has attained the required cumulative GPA of 2.0 and has successfully completed 66.6% of all credit hours attempted.
16. Students must complete their educational objective within a maximum time frame based on enrollment status and program length not to exceed 150% of the published length of the program. For example, for a four semester program, the maximum time frame to receive financial aid is six semesters. Enrollment of less than full-time will be pro-rated accordingly. Students who change their program of study will be allowed the maximum time frame for the new program of study. No financial aid will be available after the specified limits. However, factors beyond the student's control, such as conflicts in scheduling classes, will be considered.
17. Beginning July 1, 2011 students may receive federal financial aid for one repeat of a previously passed course. For this purpose, passed means any grade higher than an ‘F’, regardless of any school or program policy requiring a higher qualitative grade. A student may be repeatedly paid for repeatedly failing the same course (SAP policy still applies), and if a student withdraws before completing the course that they are being paid TIV funds for retaking, then that is not counted as their one allowed retake for that course. However, if a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time.

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Tuition and Fees

Application Fee:	$25.00 (non-refundable)
Tuition:	$89.00 per credit hour *
Activity Fee:	$38.00 per semester
Registration Fee:	$50.00 per semester
Facilities Fee:	$25.00 per semester
Security Fee:	$25.00 per semester
Technology Fee:	$105.00 per semester
Wellness Fee:	$4.00 per semester
Instructional Fee:	$55.00 per semester
Program Fee:	$25.00 per semester
Insurance Fee:	$6.00 per semester
Graduation Fee:	$40.00 for students participating in the annual Graduation Ceremony
Exemption Test Fee:	25% of the tuition for the course
Late Registration Fee:	$45.00 (may be assessed for registrations occurring after New Student Registration each semester)
Liability Insurance:	$9.52 - $39.76 (Assessed based on the semester that courses which require liability insurance are taken. Liability insurance is required for the following programs: Certified Nurse Assisting, Cosmetology, Cosmetic Esthetician, Dental Assisting, Dental Hygiene, Early Childhood Care & Education, EMT Intermediate and Plus, Firefighter/EMT, Medical Assisting, Medical Laboratory Technician, Paramedic Technology, Pharmacy Assistant, Phlebotomy Technician, Physical Therapy Assistant, Practical Nursing, Radiologic Technology, and Surgical Technology.) Programs subject to change.
Retesting Fee:	$15.00

Tuition - $89 per credit hour up to 15 credit hours for degree, diploma, and certificate programs.

* This excludes Commercial Truck Driving, a high-cost program, in which tuition is $132 per credit hour. Commercial Truck Driving also requires a Fuel Surcharge Fee of $185.

The cost of books, workbooks, and other training materials and supplies will vary by program. For approximate costs, refer to each program of study in the Program Costs section of this catalog. Georgia residents over sixty-two (62) years of age, who are otherwise qualified, may attend technical colleges for credit courses only, without payment of tuition, on a space available basis; however, they must pay the activity, registration, facilities, technology, wellness, instructional, application, insurance fees and if applicable, late fee.

Tuition and fees listed are effective as of Summer Semester 2018 and are subject to change by the college without prior notice.

Verification of Lawful Presence in the United States
Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

a. A current Driver's License issued by the state of Georgia after January 1, 2008.
b. A current ID issued by the State of Georgia after January 1, 2008.
c. A current Driver's License or ID issued by a state that verifies immigration status and only issues to

persons lawfully present in the United States.

d. A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
e. An approved completed FAFSA for the current financial aid year.
f. A current valid Permanent Resident Card (USCIS form I-151 or I-551).
g. A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
h. A current U.S. Passport.
i. A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
j. A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as out lined in the TCSG Board Policy V.K. and Procedure V.K.1 to warrant an in-state classification. Students that are initially classified as out of state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

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Tuition and Fee Payment

- Tuition/fees may be paid by cash, check, money order, MasterCard, Visa, or Discover Card.
- Check, Visa, MasterCard, or Discover Card payments for tuition and fees may be made online via Banner Web. Instructions for online payment can be found on Banner Web's main menu through www.laniertech.edu.
- Tuition/fees can also be paid using a payment plan offered through NELNET Business Solutions. This plan is only available for limited times during registration periods. An enrollment fee is required for using this option. To access this payment option go to www.laniertech.edu. Click on "Current Students" and select "Sign up for payment plan."
- Online authorizations are available for financial aid recipients who would like to apply their Pell award towards the late registration fee. Pell authorizations will remain in effect until the student submits a written revocation to the Business Office/Administrative Services on the Oakwood campus. Note: Any remaining unpaid balance will be the student's responsibility and must be paid prior to the payment deadline to remain registered for classes.
- All check payments may be processed electronically. Returned checks will be subject to fees assessed and collected by the third party check processor. Returned checks not processed electronically will be subject to a $30 return check fee.
- A student who has a returned check may be required to make future payments by cash or money order. In addition, the student will also owe the returned check fee of $30.
- Lanier Technical College does not cash personal checks.
- Checks made out to Lanier Technical College should be for the exact amount of tuition and fees.
- Students should keep registration receipts for future needs such as tax information, reimbursement, etc.
- Holds may be placed on student accounts for any unpaid charges owed to the college or any Nelnet agreements in default status. Holds may prevent registration, receipt of transcripts, and graduation.
- Students who register with Financial Aid, i.e. HOPE and/or Pell are responsible for assuring that their financial aid files are complete prior to registration each semester.
- Students who have third party agencies invoiced for their tuition and fees must make sure that proper authorization has been provided to the Business Office prior to the payment deadline. Third party agencies include, but are not restricted to: Vocational Rehabilitation, WIOA, Workman's Compensation, Department of Veterans Affairs Rehabilitation Services, Georgia Department of Labor Trade Act Training and other corporate billings.

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Waiver of Out-of-State/Out-of-Country Tuition

Non-resident tuition may be waived, on a term-by-term basis, for an international student or out-of-state student.

Students desiring to appeal or request a waiver of out-of-state or out-of-country tuition must complete the Presidential Tuition Waiver Request form and submit to the President of Lanier Technical College, indicating their reason for the waiver request. Proof of residency, citizenship status, and other documentation may be required to evaluate a waiver request. Approval of a tuition waiver is granted for one term only. Waiver requests must be submitted each term a student wishes to be considered for a waiver. For more information or to obtain a Presidential Tuition Waiver Request form, contact the Office of Admissions.

Any non-resident student receiving a tuition waiver shall pay the in-state tuition rate, but is not eligible for the HOPE program. An out-of-country student receiving a tuition waiver shall pay the out-of-state tuition rate and is not eligible for the HOPE program.

On the application for admission, the college requires each student to identify his or her country of lawful residence and may require the submission of other information necessary to make a determination of a student's legal residency for tuition-rate and student advisement purposes. A student meets the Citizenship Requirements if he or she is a United States Citizen, born or naturalized, for at least 12 consecutive months immediately preceding the first day of classes of the college term for which the student Is seeking in-state tuition or if he or she is an Eligible Non-Citizen according to Federal Policy for at least 12 consecutive months immediately preceding the first day of classes of the college term for which the student is seeking in-state tuition.

Residency Procedures
The institutional residency officer classifies each person accepted by the college as an in-state, out-of-state, or international student. Said classification is based upon all relevant information made available to the residency officer, including, but not limited to, information submitted by or on behalf of the student. The residency officer may, as a condition of registration, require such written documents and other relevant evidence as are deemed necessary or helpful to determine the residence of the applicant. Such documentation may include, but is not limited to Georgia tax forms, utility bills, a driver's license, voter registration card and automobile registration.

Legal residence in the State of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Students meeting the following exceptions shall be considered for in-state residency tuition rates:

1. Employees and their children who move to Georgia for employment with a new or expanding industry as defined in O.C.G.A. §20-4-40;
2. Full-time employees at any of Georgia's technical colleges, their spouses, and their dependent children;
3. Full-time teachers in the public schools of Georgia or in a post-secondary college, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia;
4. United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
5. United States military personnel and their dependents that are legal residents of Georgia, but are stationed outside the state;
6. Students who are legal residents of out-of-state counties bordering on Georgia counties located in a technical college's service area and who are enrolled in said technical college when there is a local reciprocity agreement in place;
7. Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are stationed in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

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Federal Education Student Loan Information

Lanier Technical College does not participate in any direct federal educational student or parent loan programs. Any student loan for which a student wishes to apply must be a private student loan. Click here for more information regarding Private Loans.

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Financial Aid Renewal

Students should reapply for financial aid once each academic year by completing a Free Application for Federal Student Aid (FAFSA) form. The FAFSA renewal may be completed online at: www.fafsa.ed.gov. Students should check with the Financial Aid Office regarding their application status.

Please note that Lanier Technical College's academic year begins with fall term and ends with summer term. The active period for a FAFSA is from July 1 through June 30 of each aid year. Because Lanier Technical College's summer term begins prior to July 1 of each aid year, summer term financial aid awards will be determined using the same FAFSA used for the prior fall and spring terms.

Effective October 1, 2016, students will be required to complete the FAFSA using income information from the tax/calendar year two years prior to the July 1 active date of the FAFSA.

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Federal Grant Eligibility Requirements

Federal Aid Eligibility
Eligibility for federal student aid is based on financial need and on several other factors. The financial aid administrator at the college or career school you plan to attend will determine your eligibility.

To receive aid from federal programs, you must:

- demonstrate financial need (except for certain loans).
- have a high school diploma or a General Education Development (GED) certificate, meet other standards your state establishes that the Department approves, complete a high school education in a home school setting that is treated as such under state law, or have satisfactorily completed six credit hours or the equivalent course work toward a degree or certificate.
- be enrolled or accepted for enrollment as a regular student working toward a degree, diploma or certificate in an eligible program.
- be a U.S. citizen or **eligible noncitizen**.
- have a valid Social Security Number.
- register with the Selective Service if required. You can use the paper or electronic FAFSA to register, you can register at **www.sss.gov**, or you can call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- maintain satisfactory academic progress once in school.
- certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- certify that you will use federal student aid only for educational purposes.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or contact your financial aid advisor to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Civil Commitment for Sexual Offenses - A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or nonforcible sexual offense is ineligible to receive a Federal Pell grant.

Even if you are ineligible for federal aid, you should complete the FAFSA because you may be eligible for nonfederal aid from state institutions. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

If you have a question about your citizenship status, contact the financial aid office at the college or career school you plan to attend.

How will I know what I'm eligible for?
The information you reported on your FAFSA is used to determine your Expected Family Contribution (EFC), which is calculated by a formula established by law. You may think of the EFC as an index that colleges use to determine how much financial aid (grants, loans or work-study) you would receive if you were to attend their school. If your EFC is below a certain number, you'll be eligible for a Federal Pell Grant assuming you meet all other eligibility requirements.

The amount of your Pell Grant depends on your EFC, your cost of attendance (which the financial aid administrator at your college or career school will determine), and your enrollment status (full time,

three-quarter time, half time, or less than half time).

For our other aid programs, the financial aid administrator at your college or career school takes your cost of attendance and then subtracts your EFC, the amount of a Federal Pell Grant you are eligible for, and aid you will get from other sources. The result is your remaining financial need:

Cost of Attendance
- EFC
- Federal Pell Grant Eligibility
- Aid From Other Sources
= Remaining Financial Need

A financial aid administrator can consider special or unusual circumstances such as unusual medical expenses, unemployment, etc. and can adjust your cost of attendance or some of the information used to calculate your EFC. You'll have to provide your college or career school with documentation to justify any change.

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Federal Pell Grant

The Pell Grant is a federal grant funded by the U.S. Department of Education. Students who demonstrate financial need, who are enrolled in a Pell eligible program and have not received a bachelor's degree may qualify for this grant. Most short-term certificate programs do not meet the program length requirements as established by the U.S. Department of Education and therefore do not meet the definition of a Pell eligible program. Most diploma and all associate degree programs are Pell eligible programs. Pell awards are payable in three equal installments to be disbursed at the beginning of the 5th week of the term. Students must complete the Free Application for Federal Student Aid (FAFSA) form in order to determine eligibility. This aid does not have to be repaid provided the recipient meets all **federal requirements**.

- Special Admissions students are not eligible for federal financial aid benefits.
- Pell Grant awards are based on a student's enrollment status, cost of attendance, program of study and degree of financial need. Student's registered for classes during Part of Term 3 which begins during the second half of the semester will receive those Pell funds after the drop/add period for Part of Term 3 as required by the U.S. Department of Education.
- Every year, Federal regulations require all post-secondary institutions to complete verifications on a select number of their Free Applications for Federal Student Aid (**FAFSA**) applicants. The students are selected by either the U.S. Department of Education or Lanier Technical College.
- Students who withdraw from the college before the end of the 6th week of the semester will have their Pell award pro-rated. Students who have their award recalculated may owe back a significant portion of their Pell Grant disbursement. Holds may be placed on student accounts for any unpaid balances owed to the college. Holds may prevent registration, receipt of transcripts, and graduation.
- Pell funds are available for use at the bookstore approximately one week prior to the beginning of the term.
- Selective Service registration is required for financial aid eligibility. Males who failed to register who can demonstrate extenuating circumstances that resulted in their failure to register may file an appeal with the College. Appeals will be reviewed by the Financial Aid Review Committee once each term. Please contact the Financial Aid Office for the Selective Service Appeal form and the deadline date for filing the appeal. The Financial Aid Review Committee's decision is final and cannot be appealed with U.S. Department of Education.
- All Associate Degree and most Diploma programs at Lanier Technical College are Pell eligible. The following certificate programs are also Pell eligible:
  - Cosmetic Esthetician
  - Healthcare Assistant

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Federal Supplemental Educational Opportunity Grant

This grant provides aid to students with exceptional financial need and gives priority to students who receive Federal Pell Grants. The amount of the award depends upon the financial resources of the individual and his or her parents and the funding provided to Lanier Technical College by the U.S. Department of Education. FSEOG is awarded on a first come basis until all funds are exhausted. Students may apply by completing the FAFSA.

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Federal Work Study

The Federal Work Study Program provides part-time jobs for students with financial need, allowing them to earn money to help pay educational expenses. This program encourages community service work and work related to your course of study. Participation in the program is based on need, the availability of jobs, and the funding provided to Lanier Technical College by the U.S. Department of Education. Students may apply by completing the FAFSA and a Lanier Technical College Federal Work-Study Application.

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Georgia Public Safety Memorial Grant

Georgia Public Safety Memorial Grant
The Georgia Public Safety Memorial (GSPSM) Grant program provides non-repayable grants to eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, firefighters, or emergency medical technicians who were permanently disabled or killed in the line of duty. The amount of the award covers the cost of attendance minus any other financial aid received by the student. The student applicant must be the natural or adopted child of a public safety officer who meets the eligibility requirements of the Georgia Student Finance Commission and the Georgia Board of Public Safety on the date of the accident or event from which death or permanent disability resulted.

The GPSM Grant is payable during the normal academic year, and also during the summer term. Recipients are eligible for a maximum of 12 quarters of attendance.

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Georgia HERO Scholarship

BEFORE YOU APPLY, PLEASE READ CAREFULLY

Please forward your completed application to the College Financial Aid office once you have completed section A with all required documents attached. A student must file the application online or in the institution's financial aid office on or before the last day of the academic term (semester or quarter) or the student's withdrawal date, whichever occurs first, in order to be paid for that academic term. The last date of the academic term is the last day of classes or exams for the institution, whichever occurs later. Supplemental documentation required by the institution or the Commission to support or verify a student's application information may be submitted after the deadline without jeopardizing the student's eligibility.

Georgia HERO Scholarship Program Information and Application Instructions

Program Information

The Georgia HERO (Helping Educate Reservists and their Off-spring) Scholarship program was created to provide educational grant assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones or the children of such members of the Georgia National Guard and U.S. Military Reserves. The Georgia HERO Scholarship Program is administered by the Georgia Student Finance Commission (GSFC).

General Student Eligibility Requirements

The following requirements apply to all categories of HERO Scholarship recipients:

1. Must be enrolled or accepted for admission in an eligible Georgia college or university.
2. Must meet Georgia residency requirements, as defined by GSFC.
3. Must meet U.S. citizen or permanent resident alien requirements, as defined by GSFC.
4. Must be in a matriculated status in a program of study leading to a college Degree, Technical diploma, or technical certificate.
5. Must not be obligated to pay a refund on a GSFC or Federal Title IV grant or scholarship.
6. Must not be in default on a GSFC or Federal Title IV student educational loan.
7. Must meet Federal Selective Service registration requirements.
8. Must maintain Satisfactory Academic Progress in accordance with the Federal Title IV standards and practices of the institution.
9. Must be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990.

Selective Service Status - Key 9

1. I have registered with the Selective Service.
2. I have not registered with the Selective Service because I am female.
3. I have not registered with the Selective Service because I am in the Armed Services on active duty.
4. I have not registered with the Selective Service because I have not reached my 18th birthday.
5. I have not registered with the Selective Service because I was born before 1960.
6. I have not registered with the Selective Service because I am a citizen of the Federated States of Micronesia, or the Marshall Islands, or a permanent resident of the Trust Territory of the Pacific.
7. I have not registered with the Selective Service for a reason not listed above.

Specific Eligibility Requirements for Categories of Students

In addition to the General Student Eligibility Requirements, a HERO Scholarship recipient must meet all of the specific requirements for one of the three following categories of students.

Category A

The eligible student must be a member of the Georgia National Guard or be a U.S. Military Reservist who completed at least one qualifying term of service. A qualifying term of service is defined as deployment

overseas, on or after February 1, 2003, for active service to a location outside of the United States and its territories designed by the U.S. Department of Defense as a combat zone, for a cumulative period of at least 181 days. Students who meet the requirements for Category A are eligible to receive HERO Scholarship funds of up to $2,000 per award year, for a total of four award years and a maximum of $8,000.

Category B

The eligible student must be the biological child, adoptive child, or legal ward of a member of the Georgia National Guard or the U.S. Military Reserves who completed at least one qualifying term of service. The student must have been age 25 or younger during the qualifying term of service. A qualifying term of service is defined as deployment overseas, on or after February 1, 2003, for active service to a location outside of the United States and its territories designed by the U.S. Department of Defense as a combat zone, for a consecutive period of at least 181 days. For each qualifying term of service cumulative, the student earns HERO Scholarship funds of up to $2,000 for one award year. The maximum benefit is for four award years for a total of $8,000.

Category C

The eligible student must be the biological child, adoptive child, or legal ward of a member of the Georgia National Guard or the U.S. Military Reserves who was killed or received 100 percent disability as a result of injures received in an eligible combat zone. The student must have been age 25 or younger during the qualifying term of service. A qualifying term of service is defined as deployment overseas, on or after February 1, 2003, for active service to a location outside of the United States and its territories designed by the U.S. Department of Defense as a combat zone. There are no minimum days of service required for Category C. Students who meet the requirements for Category C are eligible to receive HERO Scholarship funds of up to $2,000 per award year, for a total of four award years and a maximum of $8,000.

Category D

Be a surviving spouse of a member of the Georgia National Guard or U.S. Reserves who was killed in a combat zone or died as a result of injuries received in a combat zone. The member must have been deployed outside of the United States for active duty service on or after February 1, 2003 to a location designated as a combat zone. The surviving spouse must file an application for the initial Georgia HERO Scholarship award prior to July 1, 2012 or not later that two calendar years following the death of the member, whichever is later, and no award can be issued later than six calendar years after the initial award was issued. Students who meet the requirements for Category D are eligible to receive HERO Scholarship funds of up to $2,000 per award year, for a total of four award years and a maximum of $8,000.

Required Documentation

1. Copy of DD214 military record or other acceptable military documentation for the Georgia National Guard member or the U.S. Military Reservist.
2. Copy of the student's birth certificate, adoption document, or legal guardianship document. (Categories B and C only.)
3. Copy of death certificate. (Category C only, if applicable.)
4. Copy of military record of injury. (Category C only, if applicable.)

CONTACT US

Georgia Student Finance Commission
2082 East Exchange Place, Suite 100
Tucker, Georgia 30084
(770) 724-9000 or 800-505-GSFC (4732)
https://www.gafutures.org/

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HOPE Career Grant

(formerly the Strategic Industries Workforce Development Grant)

The HOPE Career Grant can be the boost a student needs to get started on a rewarding career in a well-paying job, and without accumulating a lot of student debt. It also helps Georgia employers by creating a pipeline of skilled workers they can hire well into the future. To be eligible for the HOPE Career Grant, students must first qualify for and be receiving the HOPE or ZELL Grant. Please review eligibility requirements below. The two grants together will cover all tuition in these programs of study. Students will still be responsible for student fees and any equipment necessary, although in some cases, financial aid is available for those as well.

Eligibility for the HOPE Grant All eligibility requirements for the HOPE Grant and Zell Miller Grant apply to the HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant.

Basic Eligibility All HOPE programs require students to meet basic requirements. An eligible student must:

1. Meet HOPE's U.S. citizenship or eligible non-citizen requirements;
2. Be a legal resident of Georgia;
3. Meet enrollment requirements;
4. Be in compliance with Selective Service registration requirements;
5. Meet academic achievement standards;
6. Be in good standing on all student loans or other financial aid programs;
7. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
8. Not have exceeded the maximum award limits for any HOPE or Zell Miller programs;
9. Must be eligible for, and receiving, HOPE or Zell Miller Grant funding.

Program Eligibility Full-time enrollment in a certificate or diploma program is not required and students are not required to graduate from high school with a specific GPA, however, they must have a postsecondary cumulative 2.0 GPA, at certain checkpoints, in order to maintain eligibility.

Programs of Study

Click here for more information.

Beginning with Fall Semester 2013, students who are receiving the HOPE or Zell Miller Grant may also be eligible for additional financial assistance from Georgia's HOPE Career Grant for specific programs designated by Georgia Student Finance Commission (GSFC).

To qualify, a student must be fully admitted to the college, enrolled in one of the programs designated by GSFC, and receiving the HOPE or Zell Miller Grant for the same term. The amount of the Hope Career Grant Award is a fixed amount for each term of enrollment:

Enrolled Hours	Award Amount
9+ hours	$1,000.00* Only for Commercial Truck Driving
9+ hours	$500.00
3 - 8 hours	$250.00
1 - 2 hours	$125.00

The HOPE GED Grant, HOPE or Zell Miller Grant, and HOPE Career Grant Award can be awarded in the same term, if all other eligibility requirements are met up to cost of attendance. High school students in dual enrollment programs are not eligible for the HOPE Career Grant Award.

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HOPE GED Voucher

Georgia residents who earn a General Education Diploma (GED) awarded by the Technical College System of Georgia receive a one-time $500 HOPE GED Voucher. This award can be used toward tuition, books and other educational costs at any eligible post-secondary college in Georgia. Funds not used for books or supplies will be refunded to the student during the semester. The HOPE GED Voucher recipient must have a HOPE application or FAFSA on file to be eligible. The voucher must be used within 24 months of issue date.

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HOPE Grant

The HOPE Grant program administered by the Georgia Student Finance Commission is available to qualified Georgia residents who are enrolled in a diploma or technical certificate program. Students are not required to graduate from high school with a specific grade point average. However, students are required to have a minimum postsecondary cumulative grade point average of 2.00 at designated checkpoints. The HOPE Grant award amount at a public college covers a percentage of the tuition and is determined by the Georgia Student Finance Commission based on projected lottery revenues and expenditures. The HOPE award amount is subject to change each year.

Income is not a consideration in determining eligibility for the HOPE Grant. All applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA). It is recommended that students file their FAFSA at least four to six weeks prior to the date the funds will be needed for registration. The application is available on line at: www.fafsa.ed.gov.

Students who do not wish to be considered for federal student aid may complete an application for HOPE and State Aid Program funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: https://www.gafutures.org/.

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Hope Grant Checkpoints and Limits

30 Hour Checkpoint

Beginning at the end of the Fall semester or quarter 2011, a HOPE Grant recipient who has accumulated at least 30 semester or 45 quarter Paid-Hours, (excluding Learning Support and Dual Enrollment coursework), but less than 60 semester or 90 quarter Paid-Hours, must have earned a Postsecondary Cumulative Grade Point Average of at least 2.00 at the end of the school term in which he or she has accumulated at least 30 semester or 45 quarter Paid-Hours in order to be eligible for HOPE Grant payment for the next 30 semester or 45 quarter hours.

1. A student who lost his or her HOPE Grant eligibility at the 30 semester or 45 quarter hour Checkpoint, for failure to earn at least a 2.00 Cumulative Grade Point Average, can regain HOPE Grant eligibility if his or her Postsecondary Cumulative Grade Point Average is at least 2.00 at the end of the school term he or she has accumulated at least 60 semester or 90 quarter hours and such student meets all other HOPE Grant requirements.
2. The 60 hour Checkpoint will include all coursework that would have normally been paid for by HOPE Grant, (excluding Learning Support and Dual Enrollment), had the student met all HOPE Grant requirements.
3. Students that regain eligibility at the 60 hour Checkpoint are eligible for the full number of HOPE Grant Paid-Hours maximums of 63 semester or 95 quarter hours of payment.

60 Hour Checkpoint

Beginning at the end of the Fall semester or quarter 2011, a HOPE Grant recipient who has accumulated at least 60 semester or 90 quarter Paid-Hours, but less than 63 semester or 95 quarter Paid-Hours, must have earned a Postsecondary Cumulative Grade Point Average of at least 2.00 at the end of the school term in which he or she has accumulated at least 60 semester or 90 quarter Paid-Hours in order to be eligible for HOPE Grant payment for the next 3 semester or 5 quarter hours.

1. A student, who lost his or her HOPE Grant eligibility at the 60 semester or 90 quarter hour Checkpoint, for failure to earn at least a 2.00 Postsecondary Cumulative Grade Point Average, cannot regain HOPE Grant eligibility.

Students Enrolled Fall term 2013 or later who previously lost HOPE Grant eligibility at a Checkpoint

A student who previously lost HOPE Grant eligibility at a 30 Hour Checkpoint or a 60 Hour Checkpoint due to a postsecondary cumulative GPA below 3.00, can regain eligibility for HOPE Grant his or her first term of enrollment after Summer term 2013 if he or she had a postsecondary cumulative GPA of 2.00 or higher at the end of his or her last term of enrollment prior to Fall term 2013. Such student must meet all other eligibility requirements.

Checkpoint for Students Enrolled Prior to Fall 2011

Students who have accumulated at least 30 semester or 45 quarter Paid-Hours, but less than 60 semester or 90 quarter Paid-Hours, prior to Fall term 2011, will first be subject to a Checkpoint at the end of the term at which the student has accumulated 60 semester or 90 quarter Paid-Hours. Such Checkpoint will include all Paid-Hours coursework and corresponding grades, (excluding Learning Support and Dual Enrollment coursework).

Coursework Included in GPA Calculations

The Postsecondary Cumulative Grade Point Average calculation is cumulative of all coursework taken (excluding Learning Support and Dual Enrollment coursework), beginning Summer term 2003 with recorded HOPE and Zell Miller Grant Paid-Hours.

Paid-Hours Limit

A student may receive HOPE Grant payment for all coursework required by an Eligible Postsecondary

Institution for a program of study leading to a Certificate or Diploma, including Learning Support coursework.

- Recipients are limited by the number of credit hours for which they can receive HOPE Grant payment, referred to in these regulations as the Paid-Hours limit.
- The Paid-Hours limit is 63 semester or 95 quarter hours of HOPE Grant payment.
- For the school term in which a student reaches the Paid-Hours limit of 63 semester or 95 quarter hours, the student can be paid only for the hours up to the Paid-Hours limit.

Paid-Hours Calculation

Technical Certificate or Diploma credit hours attempted prior to Summer term of 2003 are not counted as Paid-Hours, regardless of HOPE Grant payment.

Technical Certificate or Diploma credit hours attempted beginning with the Summer term of 2003, for which the student received HOPE Grant payment, must be counted as Paid-Hours, unless the student was a high school Joint Enrollment or Dual Credit Enrollment student during such term.

Technical Certificate or Diploma credit hours for which a student received HOPE Grant payment for Summer term 2003, Fall term 2003, Winter term 2004, Spring term 2004, or Summer term 2004 are not counted as Paid-Hours, if the student was also Enrolled in high school as a Joint Enrollment or Dual Credit Enrollment student for such term.

Technical Certificate or Diploma credit hours for which a Joint Enrollment or Dual Credit Enrollment high school student received HOPE Grant payment for Fall term of 2004, through the Spring term of 2008, must be counted as Paid-Hours.

Technical Certificate or Diploma credit hours for which a Dual Credit Enrollment high school student received HOPE Grant payment for Summer term of 2008, and all terms following Summer term of 2008, are not counted as Paid-Hours.

Credit hours for which a student received HOPE Grant payment prior to his or her high school graduation must be counted as Paid-Hours, if the student was participating in Joint Enrollment, rather than Dual Credit Enrollment.

Through Fall term 2008 (FY09), a maximum of 12 semester or quarter hours per term is counted toward the Paid-Hours limit, even if actual enrollment was greater than 12 hours.

Beginning with Winter term 2009, a maximum of 15 semester or quarter hours per term will be counted toward the Paid-Hours limit, even if actual enrollment is greater than 15 hours.

Combined Paid-Hours Limit

In addition to the Paid-Hours limit for HOPE Grant eligibility, a student is ineligible to receive HOPE Grant payment once he or she reaches the Combined Paid-Hours limit of 127 semester or 190 quarter hours from any combination of Zell Miller or HOPE Scholarship Paid-Hours, plus HOPE or Zell Miller Grant Paid-Hours, plus Accel Program Hours paid through fiscal year 2011.

For more information regarding HOPE Rules and Regulations, visit
https://www.gsfc.org/gsfcnew/SandG_regs_2014.cfm

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HOPE Grant - Joint Enrollment

A high school student who is seeking a diploma or certificate, and who meets all eligibility requirements permitting enrollment in an eligible public postsecondary educational institution on a joint enrollment basis is eligible to receive HOPE Grant if he or she meets all other HOPE Grant eligibility requirements. The credit hours for which a student receives HOPE Grant funds for Joint Enrollment coursework must count toward the Paid-Hours limit and the Combined Paid-Hours limit.

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Orientation

Prior to each semester, all new students at Lanier Technical College are encouraged to participate in an orientation program. Orientation is designed to acquaint students with available services, registration procedures, rules and regulations, and academic programs. Orientation is available on campus or online at www.laniertech.edu/orientation.aspx. Students will receive additional information concerning orientation in their college acceptance letter.

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Special Populations

Special Populations Services are available to meet the needs of qualifying students. Services include but are not limited to workshops and training on educational, employability and life skills; institutional and community resources and referrals; and resource fairs. Special populations include:

- Single parent students who have the primary or joint custody of a dependent child.
- Single pregnant women.
- Displaced homemakers who have worked without pay to care for a home and/or family and for that reason have diminished marketable skills; have been dependent on the income of another family member but are no longer supported by that income.
- Economically disadvantaged students who are Pell Grant recipients or who are receiving federal assistance such as Food Stamps, TANF and/or Medicaid.
- Students enrolled in nontraditional programs of study that lead to occupations or fields that have 25% or less of their gender employed within the occupation (male nurses, female automotive mechanics).
- Students with limited English proficiency.
- Students with disabilities.

Please contact the Special Populations Coordinator at 770-533-7005 for more information and resources.

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Student Affairs FAQ's

How do I drop or add a course?

Contact your faculty advisor. Students must drop courses via Banner Web. Should you have questions, please contact the Registrar's office at registrar@laniertech.edu.

Where do I get a copy of my transcript?

Transcripts may be requested by visiting www.laniertech.edu/transcript. Should you have questions, please contact the Registrar's office at 770-533-7025, or registrar@laniertech.edu.

Is there a transcript fee?

There is a $7.50 fee for each official transcript requested. Unofficial copies of transcripts are available via Banner Web. Should you have questions, please contact the Registrar's office at 770-533-7025, or registrar@laniertech.edu.

Where do I get help with job seeking skills or finding part-time or full-time employment?

The Office of Student Affairs at each campus can help. Additional information on employment opportunities, including Lanier Technical College's eRecruitment Online Job Search, is available in the Career Services section of the website. Should you have specific questions, please contact the Career Services Specialist at 770-533-7009 or mlawrence@laniertech.edu.

Where do I buy books?

Bookstores are currently located at the Oakwood and Forsyth Campuses. During registration, a temporary bookstore is located at the Barrow Campus. Jackson County students may purchase their books at the Barrow Campus or by contacting the Oakwood Campus bookstore at 770-533-7045 to make other arrangements. Dawson County Campus students may purchase their books at the Forsyth Campus or by contacting the Oakwood Campus bookstore at 770-533-7045 to make other arrangements. Should you have questions, please contact the Oakwood Campus bookstore at 770-533-7045.

Where do I get a parking tag?

At the present time, parking tags are only distributed at the Oakwood and Forsyth Campuses. These tags are available in the Business Office/Administrative Services at the Oakwood Campus, Building 100 and in the Office of Student Affairs Office at the Forsyth Campus, Building A. Should you have questions regarding parking, please contact the Business Office/Administrative Services at 770-533-6900 or paula@laniertech.edu.

Where do I get help if I am a student with disabilities?

The Office of Student Affairs at each campus can provide help for students with disabilities. Should you have specific questions, please contact the Coordinator of Disability Services in the Office of Student Affairs at 770-533-7003 or msafley@laniertech.edu.

Where do I go to withdraw from courses or request a refund?

The Office of Student Affairs at each campus can handle these requests. Refunds are processed when a student withdraws or is withdrawn from the College prior to the fourth day of the semester, without requiring a request from the student. These refunds are processed through the Office of the Registrar and the Business Office/Administrative Services. The refund will be sent to the student in the manner the student has chosen through bankmobile. Should you have questions, please contact the Registrar at registrar@laniertech.edu.

Where do I go to get a Photo ID card?

The Office of Student Affairs at each campus provides Photo ID cards. Please contact the following numbers for specific dates and times: the Oakwood Campus at 770-533-7000, the Forsyth Campus at 678-341-6600, the Barrow Campus at 770-297-4500, the Jackson County Campus at 706-335-1931,

or the Dawson Campus at 678-513-5220.

Where do I go to change my program of study or my admissions status?

This can be done at the Office of Student Affairs at each campus. Please refer to the Change of Program information in the Admissions section of this catalog. Questions regarding admissions status should be directed to the Office of Admission. admissions_office@laniertech.edu

Where do I go to get information on taking the GED Exam?

Visit the Adult Education web pages or contact the Adult Education Department at 770-531-3356 or bthomas@laniertech.edu.

Where do I file a student accident report?

The Office of Student Affairs Office at each campus. Should you have questions, please contact the Administrative Secretary at 770-533-7002 or rperry@laniertech.edu.

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Student Identification Cards

It is the student's responsibility to have his/her required photo ID made at the beginning of the first semester at Lanier Technical College and at the beginning of each academic year.

It is mandatory for students in certain health related programs to have a photo ID in order to participate in clinical experience in hospitals and other institutions. **Photo ID cards are required to purchase books from the bookstore if you receive any financial assistance through Lanier Technical College**. They may also be used to check out books from the Library/Media Center, to participate in student activities, and to receive discounts at some local businesses. Contact the Office of Student Affairs for more information about photo ID's.

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Student Insurance Claims

Students who require medical treatment for accidents/injuries that occur during their scheduled college hours must complete an Accident Report Form and return it to the Office of Student Affairs to file a claim with their student insurance. The forms may be obtained from their instructor or from the Office of Student Affairs. If possible, an Insurance Information for Accidental Injury Service Provider Form should be taken to the medical facility at the time of treatment. This form notifies the provider that an itemized statement is to be sent to the Office of Student Affairs. The Service Provider form may also be obtained from their instructor or the Office of Student Affairs. When an itemized statement from the medical facility is received by the Office of Student Affairs, a claim form is completed and mailed to the insurance company. It is the responsibility of the company to determine benefits to be paid.

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Student Organizations

Student organizations provide a structure for students to grow, learn, serve others on campus and in the community, gain leadership skills, and enhance their ability to succeed at the college level and beyond. These organizations contribute to the development of a spirit of community participation and involvement on campus. In addition, students learn appropriate workforce skills in their leadership and campus service and training, which aid them in being productive and responsible citizens in their communities.

Procedure for Establishing a Student Organization

Establishing a student organization is rewarding and gives students the opportunity to take their educational experience to the next level. They learn valuable skills that they normally wouldn't get in the classroom. It also gives them opportunities to meet people from industry, fellow classmates, staff and faculty and often inspires them to do even better as a student.

There are certain procedures that must be adhered to when starting a new club. Listed below is a guide to get you started and support you in your endeavors:

1. Establish the name of the club.
2. Identify a faculty or staff member that will serve as the advisor for the student organization.
3. Write a brief statement of purpose for the organization. You will want to make sure the mission of the organization supports the mission of our college which is workforce development.
4. Recruit a minimum of six students that will join the club.
5. Once the steps listed above have been completed, notify the Vice President for Student Affairs via email and submit a copy of the information listed above.
6. Once the Vice President for Student Affairs has reviewed the information, she/he will present it to the President's Leadership Team for approval. However, it may take time to get on the agenda for the President's Leadership Team since they have pressing topics they need to discuss.
7. When approval is given by the President's Leadership Team, the Vice President for Student Affairs will submit the request to establish a new student organization to the Local Board of Directors.
8. When approval is given by the Local Board of Directors, the Vice President for Student Affairs will notify the advisor for the new student organization.

Procedure for Awarding Student Activity Funds

Each spring, the Lanier Technical College Student Government (SGA) issues invitations to all staff and faculty for Budget Request Hearings. Expenses for events are documented by the staff/faculty on Budget Request Forms that are available on the college Intranet, under "Forms."

At these hearings, SGA Officers and Advisors may ask questions about "requests for funds" that have been submitted for the next fiscal year. Following this, a letter defining the amount awarded for each request is sent out by SGA to the staff/faculty who submits a request.

Any staff/faculty may come before SGA at any regularly scheduled meeting to request additional funds if needed. The members may vote at that meeting to award the request for additional funds or the request may be denied or tabled for further discussion.

Procedure for Fund-Raising Events

All fund-raising events or activities associated with Lanier Technical College must have prior approval from the President. The student organization's faculty or staff advisor will provide the Fundraising Policy and Fundraising Request Form to the event or activity's organizer. The Fundraising Request Form must be completed and signed by all indicated parties before the event can take place.

National Technical Honor Society

National Technical Honor Society is an honor organization for outstanding students enrolled in technical programs. The purpose of the organization is to encourage academic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility.

To qualify for membership in Lanier Technical College's chapter of the National Technical Honor Society, a student may be enrolled full-time or part-time and must be regularly admitted to and currently enrolled in a degree or diploma program, have completed at least 30 credit hours, have an overall GPA of at least 3.5, and be recommended by his/her advisor.

Phi Beta Lambda

Phi Beta Lambda is a national organization for adults in post-secondary enrollment in Business Education. Members learn how to engage in industry and group enterprise; how to hold office and direct the affairs of a group; how to work with other representatives; and how to compete on local, state, and national levels.

Rho Alpha Delta Club

Rho Alpha Delta club is open to students in the Radiologic Technology program. This club helps to educate radiology students on state and national needs for radiology techs, to develop professional and leadership skills, to promote ethical and moral standards and dignity towards all other people, to help educate students on radiology technology, and address the concerns and needs of the community in this field of healthcare. The club also helps to motivate students and provide opportunities for advancement in the radiology field.

The Student Dental Hygienist Association

Student Dental Hygienist Association (SADHA) is open to students enrolled in the Dental Hygiene program. Members of SADHA meet to discuss the unique demands and experiences student dental hygienists encounter on the road to graduating and obtaining licensure. The goal of SADHA is to empower, support, and develop student members, by offering opportunities for personal and professional development, leadership, and recognition of achievements.

Student Government Association

Student Government Association membership is open to all students with a minimum 2.5 GPA from any program. Membership is based on good academic standing, leadership skills, and organizational ability. Persons desiring to participate in the Student Government should attend at least 2 meetings in order to become a member. The Student Government officers include a president, vice president, secretary, parliamentarian, and historian.

Skills USA/VICA

SKILLS-USA is a national organization serving teachers, high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health fields. The organization's purpose is to complement student skills training with personal development. Students learn such qualities and attitudes as leadership, citizenship, self-respect, and high standards of craftsmanship and ethics. Students may participate in state and national competitions. It was formerly known as VICA (Vocational Industrial Clubs of America).

GOAL

Georgia Occupational Award of Leadership is a recognition program jointly coordinated by Chambers of Commerce, businesses, and the Technical College System of Georgia. Its purpose is to honor outstanding technical education students. The GOAL winner serves as the statewide student of the year and ambassador for technical education in Georgia.

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Bookstore

Visit our Bookstore Website or

Contact us at the Oakwood campus at 770-533-7045 or email at campusstore@laniertech.edu.

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Business Hours

Normal business hours:
7:30 am until 6:00 pm - Monday through Thursday
8:00 am until Noon - Friday

Academic Affairs

Hall Campus	7:30 am - 7:00 pm
Forsyth Campus	8:00 am - 7:00 pm
Barrow Campus	7:00 am - 7:00 pm
Jackson Campus	8:00 am - 5:30 pm Monday - Thursday
Dawson Campus	7:30 am - 5:00 pm

Administrative Services

Hall Campus	7:30 am - 6:00 pm

Adult Education

All Counties	8:30 am - 7:00 pm

Economic Development

Hall Campus	7:00 am - 6:00 pm

Student Affairs

Hall Campus	7:30 am - 6:00 pm
Forsyth Campus	7:30 am - 6:00 pm
Barrow Campus	7:30 am - 6:00 pm

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Campuses and Sites

Oakwood Campus

The Oakwood Campus is the original campus of Lanier Technical College and is located near exit 16N/17S of I-985 and adjacent to the Hall County campus of the University of North Georgia. The campus features seven traditional buildings situated on acreage with established green and wooded areas. Students have access to a well-furnished library, two student centers, classrooms, laboratories and a seat lecture hall. Paved and gravel parking are available in close proximity to the facilities.

Forsyth County

Just off exit 13 of Georgia 400, the Forsyth Campus County location of Lanier Technical College consists of three contemporary buildings arranged so a grass courtyard for pedestrian traffic is created between buildings. At the end of the courtyard, a memorial fountain is surrounded with seating and floral landscaping providing a relaxing outdoor setting. Each building contains classrooms and laboratories for student instruction. The location also has a library, student center, bookstore and seating areas for students to enjoy. Paved and gravel parking are available next to the buildings. A large conference center is housed at this site for conferences and community events.

Jackson County

The Jackson County site is located in a shopping center in downtown Commerce. The facility entrance is spacious with ample seating for students. In addition, the facility provides the classrooms, laboratories and meeting space needed for instruction and community needs. To provide a well-rounded student experience, a student center and library space are available. A large paved parking lot is at the front door of the site. This location developed from a partnership with the Jackson County Government which owns the structure.

Barrow County

Located a short distance from Highway 316 on Austin Drive, the Barrow County facility is a state of the art building with traditional and contemporary features. This building sits atop a knoll in a sizable meadow next to the Barrow County School System's Sims Academy of Innovation and Technology. With a student center, bookstore, library and comfortable seating areas, students have comfortable and inviting spaces for studying and relaxing. Classrooms and laboratories are available for instruction and education of students. A large paved parking lot is immediately adjacent to the facility.

Dawson County

The Dawson site with a rock and brick building, located on Highway 9 near downtown Dawsonville, provides a rustic but welcoming feel. Space is used to the fullest extent in this facility. Several classrooms and laboratories provide the area needed for instruction. In addition, the facility has a student center, bookstore, library space and seating nooks to enhance the student learning experience. Paved parking is accessible at the back of the building.

Northeast Georgia Health System Lanier Park

The Radiologic Technology associate of applied science degree program is taught on the hospital site which is located on White Sulfur Road in northern Gainesville. Suite 265 of the facility provides classroom and laboratory space as well as a student center and instructors' offices. The Radiologic Technology Center is a joint partnership between Northeast Georgia Health System and Lanier Technical College. Students participate in clinical rotations throughout Northeast Georgia Health System's radiology and imaging facilities.

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Children on Campus

1. Children are not to be brought to class.
2. Children ages 15 and under are not allowed on campus unless accompanied by an adult.
3. Children **should not be left unattended anywhere** on any of Lanier Technical College's campuses, including personal vehicles, in the parking areas and in the student centers, etc.
4. Children who are not clients are not allowed in the Cosmetology Department or in the Dental Hygiene Department at any time. Prospective customers seeking appointments for services will be advised that services will be refused if accompanied by children, and that children will not be left unattended in the areas listed above.

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Classrooms and Laboratory Equipment

The equipment in the classrooms and laboratories was carefully selected to provide training that is as close to actual working conditions and procedures as possible. In order to provide hands-on instruction, training is conducted in the laboratories on machines and equipment. Academic classroom study is also a vital part of the instructional delivery system.

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Emergency Procedures

Emergency Guidelines for Students are available in all classrooms on each site.

Emergency Evacuation: During emergencies, all individuals should proceed as directed by an instructor, administrator or punlic safety office. No students to should go to their automobiles or attempt to remove them from the parking lot unless directed to do so. All traffic lanes must be clear for emergency vehicles and traffic.

The primary and secondary routes for emergency evacuation in case of fire are posted in each location. Students should become familiar with exit routes.

Fire/evacuation drills will be held periodically to familiarize students with the fire alarm system and evacuation routes. Fire drills will be indicated by a non-interrupted blast of the fire alarm. When the fire alarm is sounded, all students, faculty, and staff must exit the building immediately by their primary means of egress. If the primary route is blocked by fire or explosion, a secondary egress route should be used. Students will be notified to return to class by college administrators or designees.

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Facilities Available for Rent

The College has spaces available for rent when not scheduled for College classes or functions. Charges to cover costs incurred by the College (i.e., security services, custodial services, etc) may be added to the rental fee. For information on renting these spaces, please see the information below.

Hall County-Lecture Hall	seats 210 people	770-533-6920
Forsyth County-Meeting Room	seats 80 people	678-341-6626
Forsyth County- Conference Center	maximum capacity 1400	678-341-6619
Jackson County-Meeting Room	seats 200 people	770-535-6270
Barrow County-Meeting Room	seats 90 people	770-297-4513
Barrow County-Lobby Space	maximum capacity 90	770-297-4513
Dawson County-Meeting Room	maximum capacity 90	678-513-5201

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Housekeeping

The Lanier Technical College maintenance and custodial staff work diligently to provide a clean and safe environment for students, faculty and staff. Their efforts include regularly scheduled housekeeping and maintenance tasks in addition to responding to unexpected housekeeping, maintenance and repair requests. With this in mind, the college expects students to help with maintaining the cleanliness of the facilities and grounds. Students should place trash in appropriate receptacles, clean up spills on tables, etc. The students' efforts are important to maintaining the appearance and operations of the facilities and grounds.

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Housing

Lanier Technical College has no dormitories or other housing facilities.

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Library

The Library provides students and faculty the opportunity to search for information using books, periodicals, and electronic resources. The library's collection provides support for the college's academic programs and opportunities for personal enrichment.

Computers are available with Internet access, GALILEO, Microsoft Office programs, and the Georgia Career Information System software. Interlibrary loan agreements allow students access to books and periodicals from libraries across the state to supplement the local holdings. Lanier Technical College has a reciprocal agreement with Gainesville State College to provide use of materials and computers for faculty and students.

Library services include reference services, bibliographic instruction, assistance with online databases and media production. There are libraries at all five LTC campuses. The Oakwood library is open 7:30 a.m. until 9 p.m. Monday through Thursday, when classes are in session. The Forsyth library is open from 7:30 a.m. until 8 p.m. Monday through Thursday. Hours vary during quarter breaks and will be posted outside the library. The other three campus libraries are open while classes are in session. A librarian is available one day each week to assist students. Reference questions can be sent by email or phone to the Library Director at any time. These three campuses also have a special arrangement with the public library closest to them for assistance and for books related to their programs. Interlibrary loan is also available to all LTC students, faculty, and staff.

The mission of the Lanier Technical College Library is to support all areas of instruction offered by the college, providing facilities, resources, and services to all faculty, students, and staff. Through the use of its resources, the Library strives to encourage workforce development and life-long learning.

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On-Campus Services for Students

Repair of Personal Items/Receipt of Personal Services

Personal items belonging to students may be repaired or personal services may be received in programs offering Live Work activities. However, the repairs or services will be allowed only when they contribute to student learning. Therefore, no time or date of completion can be promised and no guarantee will be given on the repair or service.

No item will be repaired or service provided without the consent of the instructor involved. The student must also sign a waiver form before any work is performed. The college and staff will not be held liable for items left for repair.

The student must pay the charges associated with the repair or service performed by the program students. All charges for work completed must be paid in accordance with program procedures. Any item left over 30 days after notification of completion of repairs will become the property of the college.

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Severe Weather Definitions

Definitions per the National Weather Service

Flash Flood Watch: Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.

Flash Flood Warning: Issued to inform the public, emergency management, and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

Tornado Watch: This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move a place of safety if threatening weather approaches.

Tornado Warning: This is issued when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of around 30 minutes.

Winter Storm Watch: This product is issued by the National Weather Service when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Winter Weather Advisory: This product is issued by the National Weather Service when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.

Winter Storm Warning: This product is issued by the National Weather Service when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.

College Action: College administrators will communicate when they become aware that a county served by the College falls under a watch or warning. The communication will be sent via email to faculty and staff and possibly by phone or Lanier Alert depending on the circumstances.

College Closure Due to Weather: See Severe Weather and Emergency Closing Procedures

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Severe Weather and Emergency Closing Procedures

If Lanier Technical College closes for day classes, it is also closed for evening classes. All college locations (campus/sites and Adult Education centers) will close except in some cases the Economic Development Department and/or Ammonia Refrigerant program may hold classes.

When the President decides to close Lanier Technical College, the College takes the following actions:

- Activate the electronic emergency alert system
- Notify the media prior to 6:00 AM (for decisions made in early morning)
- Update the college website
- Update college telephone message

The College will notify the following media outlets:

TV
WSB-TV (Channel 2)
WAGA-TV (Channel 5)
WXIA-TV (Channel 11)
WNEG-TV (Channel 32)
WGCL-TV (Channel 46)

Radio
WGST-Radio 640 AM/105.7 FM
WRFC 960 AM
WZGC 92.9 FM
WIMO 1300 AM
WYAY 106.7 (EAGLE) FM
WSB Radio News/Talk 750
WDUN 550 AM
KISS 104.1 FM
WFOX 97.1 FM
WNGC 106.1 FM
WGAU 1340 AM
B-98.5 FM
Best 95.5

Web Sites
www.gainesvilletimes.com
www.laniertech.edu

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Student Centers and Picnic Areas

Food and drink are not allowed in the classrooms; therefore, student centers and picnic areas are provided for students' convenience. Students should place trash in appropriate receptacles, clean up spills on tables, etc. The students' efforts are important to maintaining the appearance and operations of the facilities and grounds. Please do not rearrange the furniture. Remember to be considerate of others when using these facilities.

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Telephones

Telephones in the offices and departments are for college business only.

Public telephones are available for student use and are located in the following locations:

- Oakwood Campus - Student Centers in Buildings 100 and 300
- Forsyth County - Middle of Building A, second floor, lobby of Building B
- Jackson County - Student Break Room

Unauthorized use of college telephones by students may result in disciplinary actions.

No incoming phone calls for students will be accepted unless it is an emergency. Students should inform outside parties (i.e., day care centers, family, etc.) to call their personal cell phones first. If the outside party cannot reach the student on their cell phone and the situation is an emergency, then the party should call the College security officer.

Security Cell Phone Numbers:

Oakwood	678-410-4139
Forsyth County	678-283-1483
Barrow County	678-617-0849
Jackson County	678-859-2329
Dawson County	678-859-2891

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Tobacco Free Environment

Lanier Technical College is a tobacco free campus. Use of tobacco products is limited to student and employee vehicles. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.

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Vehicles on Campus

Students should display a parking hang-tag on the rear view mirror of their vehicles if they attend classes at the Hall or Forsyth County locations. Parking permits are issued during registration or may be obtained in Administrative Services offices (8 am to 7 pm) or Academic Affairs offices (7 pm to 10 pm) on the Hall campus or the Student Affairs offices on the Forsyth County site. Students who need an additional permit or who change vehicles during the quarter must contact Administrative Services for a new decal. Each student is allowed two free parking permits. Any additional permits will cost $3 each.

If a student receives a ticket, a hold will be placed on the student's account preventing registration, transcript requests, etc. Towing at the owner's expense may occur when parking regulations are violated.

Driving and parking a vehicle on campus is a privilege and not a right. The cooperation of everyone operating vehicles on campus is essential to traffic control and safety. Students may enter the campus only from marked entrances and must follow arrows of traffic flow. Vehicles left on campus overnight or over a weekend without the permission of the Vice President of Administrative Services or another campus administrator may be ticketed and/or towed.

Parking for Lanier Technical College students is permitted in any space excluding designated spaces listed below. Student vehicles parked in any of the areas listed below are considered in violation of parking policy and may be ticketed.

- Staff, Faculty, and Administration
- Visitors
- Handicapped
- Fire Lanes, Labs, and Shop Areas
- Cosmetology Patrons (Hall Campus)
- Outside of curbing and any other unpaved areas

If a student receives a ticket, a hold will be placed on the student's account preventing registration, processing of transcript requests, etc. Towing at the owner's expense may occur when parking regulations are violated.

Parking for staff, faculty, administration, and visitors is clearly marked on/in designated spaces. Parking spaces for handicapped students are marked in blue, and handicapped signs are displayed.

Vehicular Accidents on Campus
Vehicular accidents on campus should be reported to the appropriate county Sheriff's Office or Police Department who will complete and file the necessary report. This report will be available to individuals involved in the accident. Anyone desiring a report must contact the appropriate county Sheriff's Office or Police Department.

College security should also be contacted after the local law enforcement is called. Administrative Services will request a copy of the law enforcement report for college records.

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Video Messaging System

Closed circuit televisions are placed throughout buildings on the Oakwood campus as well as in the Forsyth, Dawson and Jackson facilities. Announcements and notices are available on these televisions in an effort to inform students.

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Visitors

Visitors are welcome at Lanier Technical College. Individuals or groups (high school classes, clubs and organizations) wishing to visit a campus/site may contact the Admissions Office to make an appointment. All visitors should report to the receptionist at the campus or site. Students are not to take friends, children or relatives to the classroom. See also Children on Campus section.

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Acceptable Computer Use Policy

Administrative, Library, and Computer Laboratory Workstations

1. No software is to be added to any computer, PC, or network server owned or leased by the College. Do not load personal software or download software from the Internet onto computers. Exceptions are permitted on computer laboratory workstations ONLY in those computer labs specifically designed for or equipped with removable hard drives for this purpose and ONLY as directed by the instructor for the specific course requiring such modifications. Arrangements for modifications necessary to accommodate special needs students may be made through the Office of Disability Services.
2. Do not reconfigure screen settings, software, or hardware. Exceptions are permitted on computer laboratory workstations ONLY in those computer labs specifically designed for or equipped with removable hard drives for this purpose and ONLY as directed by the instructor for the specific course requiring such modifications. Arrangements for modifications necessary to accommodate special needs students may be made through the Office of Disability Services.
3. Computer laboratory workstations that have CD writers installed are to be used for saving students' files/data only. Any other usage of the CD writers including reproduction of audio or software disks is subject to disciplinary action.
4. Do not use workstations for activities that use excessive bandwidth such as chat rooms, realtime chats, e-mail chain letters, automated bulk mailing, music, or streaming video.
5. Computer laboratory workstations may be used only as directed by the instructor.
6. Library/Media Center workstations may be used freely for research and educational purposes and for recreational web browsing; however, students must relinquish use of workstations if others are waiting to use them for class work.

Students who violate acceptable computer use policies will receive a warning; however, continued failure to comply will result in loss of these privileges and may result in dismissal from college.

- Software includes, but is not limited to, any storage media (CD's, diskettes, tapes, etc.) and any Internet access, whether or not files are downloaded.

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Alcohol and Illegal Drugs

A complete statement of the college's policy regarding alcohol and drugs is contained in the information provided in the Code of Conduct Policy statement.

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Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990, as amended, and its implementing regulations provide that no qualified individual with a disability shall, on the basis of the disability, be excluded from participation in or denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity. It is the policy of Lanier Technical College to make reasonable accommodations to facilitate participation of people with disabilities in all programs, activities, and procedures. Reasonable accommodations will be made to the extent that these accommodations do not sacrifice or compromise the integrity of an educational program or lower the academic standards.

An individual with a disability who may require assistance or accommodation in order to participate in or receive the benefit of a service, program or activity, or who desires more information, may contact the Coordinator of Disability Services (ADA) at 770-533-7003.

ADA Grievance Procedure

Lanier Technical College has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA) of 1990. Title II states, in part, "No qualified individual with a disability shall on the basis of the disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

Procedures for Program/Service Complaints

1. Complete the Disability Services Grievance Form or write up the complaint in detail.
2. Make an appointment with the Coordinator of Disability Services or designee to submit the Grievance Form or written complaint and provide any additional clarifying information that may be needed.
3. Grievance Form or written complaint must be submitted to the Coordinator of Disability Services or designee within 30 calendar days after the complainant becomes aware of the alleged violation.
4. An investigation, as may be appropriate, will follow the filing of the Grievance Form or written complaint. The Coordinator of Disability Services or a designee will conduct the investigation. These procedures include informal, but thorough, investigations, affording all interested persons an opportunity to submit evidence relevant to the complaint.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Coordinator of Disability Services or designee and a copy will be forwarded to the complainant no later than 45 calendar days after receiving the Grievance Form or written complaint.
6. The Coordinator of Disability Services or designee will maintain the files and records of Lanier Technical College relating to the complaints filed.
7. The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request 110 for reconsideration should be made to the Coordinator of Disability Services or designee within 15 calendar days after receipt of the resolution.

Complaints should be addressed to:

Allison Haynes
Coordinator of Disability Services
770-533-7003
Lanier Technical College
2990 Landrum Education Drive
Oakwood, GA 30566
ahaynes@laniertech.edu

Unresolved complaints should be addressed to:

Nancy Beaver

Vice President for Student Affairs
770-533-7001
Lanier Technical College
2990 Landrum Education Drive
Oakwood, GA 30566
nbeaver@laniertech.edu

Rule Construction

These rules shall be constructed so as to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Lanier Technical College complies with the Americans With Disabilities Act (ADA) and the implementing of regulations.

Other Procedures

The procedures provided herein are in addition to, and not in lieu of, any other procedures or remedies available under the law or otherwise.

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Campus Law Enforcement

Lanier Technical College employs off-duty sheriff's deputies, post-certified, to patrol all campuses, issue citations, assist with incident reports, and provide security during regular class hours, as stated below. The deputy is accessible via a 2-way radio and "emergency"; hot-line telephone number. During college hours, criminal actions should be reported to the appropriate law enforcement agencies such as the local Sheriff's or Police Department. The Oakwood, Winder-Barrow, Jackson, and Dawson Campuses are open from 7:00a.m. to 10:30p.m., Monday through Thursday when classes are in session. The Forsyth Campus is open from 7:00a.m. to 11:00p.m., Monday through Thursday when classes are in session. Hours of operation when classes are not in session are 7:00a.m. to 7:00p.m., Monday through Thursday for all campuses.

During the evening hours, only the main entrances into buildings are unlocked to provide additional security for the students attending during these hours. Consideration is given to optimum security in the maintenance of campus facilities. The physical facilities are regularly inspected and maintained to provide a safe campus. Areas are well lit and lighting is routinely checked and maintained.

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Campus Security Act

The Student Right To Know and Campus Security Act of 1990 requires that colleges who participate in federal financial aid programs maintain and report annually certain campus security policies and crime information.

Lanier Technical College strives to provide a safe environment in which to learn and work. It is also our desire to promote the concept that obeying laws and regulations is an important part of being an educated member of our community.

Campus safety and security and crime prevention are a part of the quarterly student orientation and staff development programs at Lanier Technical College. There is an ongoing educational program to make students and staff aware of types or trends of crime in our area, changes of behavioral patterns that may serve to protect the student, and crime prevention information provided by local law enforcement authorities. Lanier Technical College sponsors a Wellness Fair each year, for faculty, staff, and students. The Wellness Fair covers a wide range of topics such as drug and alcohol information, health information, and crime awareness and prevention. Representatives from the local hospital wellness programs, the Red Cross, and area Sheriff's Departments are among the presenters invited to attend.

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Code of Conduct

Student Disciplinary Procedure

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

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

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

II. APPLICABILITY:
This procedure is applicable to all Technical Colleges associated with the Technical College System of Georgia.

III. RELATED AUTHORITY:
V. D. 1. Procedure: Student Disciplinary Procedure
V. A. 1. Procedure: Unlawful Harassment and Discrimination of Students

IV. DEFINITIONS:

1. Faculty Member: any person hired by the Technical College to conduct teaching, service, or research activities.
2. Hearing Body: as defined in the Student Disciplinary Policy and Procedure.
3. Member of the Technical College Community: any person who is a Student, Faculty Member, contractors, Technical College Official or any other person/s involved with the Technical College, involved in the community or employed by the Technical College.
4. Policy: the written regulations of the Technical College as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State

Board for the Technical College System of Georgia.
5. Student: all persons taking courses at the Technical College, 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 the Technical College are considered "Students".
6. System: the Technical College System of Georgia or TCSG.
7. Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.
8. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Technical College (including adjacent streets and sidewalks).

V. ATTACHMENTS:
None

VI. PROCEDURE:
PROSCRIBED CONDUCT
Any student found to have committed the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

A. ACADEMIC
Academic Misconduct Definitions
Academic Misconduct includes, but is not limited to, the following:

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 taken by another person.
   f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
   g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
   h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by Technical College Officials, college administrator or Faculty Member.
3. **Fabrication**
   The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. **Plagiarism**
   a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
   b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
   c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. NON-ACADEMIC MISCONDUCT
Non-Academic Misconduct includes, but us not limited to, the following:

1. **Behavior**
   a. Indecent Conduct: disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
   b. Violence: mental or physical abuse of any person (including sex offenses) on Technical College Premises or at Technical College-sponsored or Technical College-supervised functions, including verbal or 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 action which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College.

c. Harassment: any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The Technical College also prohibits stalking, or behavior which in any way interferes with another Student's rights or an employee's performance or creates an 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.) If, in the opinion of Technical College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

d. Disruption: prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other Technical College activities, including public service functions, and other duly authorized activities on Technical College Premises or at Technical College-sponsored activity sites.

e. Failure to Comply: Failure to comply with directions of Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

2. **Professionalism**
   a. Personal Appearance:
   Refer to Lanier Technical College Dress Code Policy.
3. **Use of Technical College Property**
   a. Theft and Damage: prohibits theft of, misuse of, or harm to Technical College Property, or theft of or damage to property of a Member of the Technical College Community or a campus visitor on Technical College Premises or at a Technical College function.
   b. Occupation or Seizure: occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
   c. Presence on Technical College Premises: prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours; or furnishing false information to gain entry upon Technical College Premises.
   d. Assembly: prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to Technical College facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the Technical College.
   e. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on Technical College Premises or at Technical College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, Students must evacuate the building unless otherwise directed by a Technical College Official.
   f. Obstruction: obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College sponsored or supervised functions. Refer to Lanier Technical College Parking Policy and Regulations.
4. **Drugs, Alcohol and Other Substances**
   Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).
   a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic Beverages may not be served or sold at any Student sponsored function. Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
   b. Controlled substances, illegal drugs and drug paraphernalia: The Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
   c. Food: The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Technical College Officials.
   d. Tobacco: The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Lanier Technical College Tobacco Policy.
5. **Use of Technology**
   a. Damages and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or to others is considered unacceptable usage. This may

include altering, downloading, or installing software on Technical College computers, tampering with computer hardware or software configuration, improper access to the Technical College's network, and disconnection of Technical College computers or devices.

b. Electronic Devices: Unless otherwise permitted by Technical College officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional event, or affiliated facilities on Technical College Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
c. Harassment: The Technical College prohibits the use of computer technology to harass another student or Technical College Official with obscene, harassing or intimidating messages, communications, jokes, or material.
d. Unacceptable Use: Use of computing facilities to interfere with the work of another Student or Technical College Official. This includes the unauthorized use of another individual's identification and password. Lanier Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

6. **Weapons**
The Technical College System of Georgia [TCSG] and its associated technical colleges are 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 the TCSG System Office or on any technical college campus shall be governed by Georgia state law. All individuals are expected to comply with the related laws. (Policy II.C.10).
7. **Gambling**
The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on Technical College premises or at Technical College sponsored or supervised activities.
8. **Parking**
The Technical College prohibits violation of Lanier Technical College regulations regarding the operation and parking of motor vehicles on or around Lanier Technical College Premises.
9. **Financial Irresponsibility**
The Technical College prohibits the theft or misappropriation of any Technical College, Student Organization or other assets.
10. **Violation of Technical College Policy**
Violation of published System or Technical College Policies, rules or regulations including, but not limited to, rules imposed upon Students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, Student Organizations or Students who reside in on-campus housing.
11. **Aiding and Abetting**
Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.
12. **Falsification and Documentation**
Disciplinary proceedings may be instituted against a Student who falsifies any documentation related to the Technical College either to the Technical College or to others in the community, including, but not limited to falsification of: Technical College transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the Technical College; Technical College report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any Technical College employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an education program.
13. **Violation of Law**
    a. If a Student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
    b. Disciplinary proceedings may be instituted against a Student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
    c. When a Student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a Student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual Students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
14. **Abuse of the Student Judicial Process, including but not limited to:**
    a. Failure to obey the notification of the Vice President for Student Affairs of the Technical

College President's designee, Hearing Body, Appellate Board or Technical College Official.
b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
c. Disruption or interference with the orderly conduct of a judicial proceeding.
d. Initiating a judicial proceeding knowingly without cause.
e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
f. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial 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.

VII. RECORD RETENTION:
Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

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Student Disciplinary Procedure
Effective Date: July 13, 2012
Replaces Previous Effective Date: November 11, 2010

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

II. Applicability:
This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

III. Related Authority:
V.D. Procedure: Model Student Conduct Codes

IV. Definitions:

1. **Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.**
2. **Business days: weekdays that the technical college administrative offices are open.**
3. **Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.**
4. **Member of the Lanier Technical College community: any person who is a student, faculty member, Lanier Technical College official or any other person/s involved with the Lanier Technical College community or employed by Lanier Technical College.**
5. **Policy: the written regulations of Lanier Technical College as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Lanier Technical College Catalog(s), Lanier Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.**
6. **Student: all persons taking courses at Lanier Technical College 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 Lanier Technical College are**

considered "students".

7. **Student Organization: any number of persons who have complied with the formal requirements for Lanier Technical College recognition.**
8. **Technical college: any college within the Technical College System of Georgia.**
9. **Lanier Technical College official: any person employed by Lanier Technical College, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.**
10. **Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Lanier Technical College (including adjacent streets and sidewalks).**

V. Attachments:

A. **Student Code of Conduct Complaint Form**
B. **Disciplinary Sanction Appeal Form**

VI. Procedure:

A. **Filing a Complaint**
   1. **Any person may file a complaint with the Vice President for Student Affairs or the Lanier Technical College president's designee 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, and provide it to the Vice President for Student Affairs or Lanier Technical College president's designee.**
   2. **Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the Lanier Technical College president.**
   3. **Investigation and Decision**
      a. **Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or Lanier Technical Colleg president's designee 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 Vice President for Student Affairs or Lanier Technical College president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.**
      b. **The student shall have 5 business days from the date contacted by the Vice President Student Affairs or Lanier Technical College president's designee to schedule the meeting.This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or Lanier Technical College president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or Lanier Technical College president's designee will consider the available evidence without student input and make a determination.**
      c. **In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals**

relating to that proceeding, shall be conducted individually.

d. If the Vice President for Student Affairs or Lanier Technical College president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or Lanier Technical College president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or Lanier Technical College president's designee 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 the technical college 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 technical 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 technical 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 Vice President for Student Affairs or Lanier Technical College president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or Lanier Technical College president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of

the following sanctions, as well as those described in section VI.C.1 above, following a hearing. 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 technical 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 the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or Lanier Technical College president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs 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 Vice President for Student Affairs or Lanier Technical College president's designee.**
- **c. System-Wide Expulsion - Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.**

3. **Violation of Federal, State, or Local Law**
   - **a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.**
   - **b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.**
   - **c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.**
4. **Interim Disciplinary Suspension - As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President**

for Student Affairs or his/her 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 technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

5. **Conditions of Disciplinary Suspension and Expulsion**
   a. **A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or Lanier Technical College president's designee.**
   b. **In addition, after vacating the technical college Premises, a suspended or expelled. Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or Lanier Technical College president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or Lanier Technical College president's designee for permission to enter the technical college Premises for a limited, specified purpose.**
   c. **If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or Lanier Technical College president's designee must accept the form by mail or fax if he/she refuses the Student's request to enter the Technical College Premises for that specified purpose.**
   d. **A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or Lanier Technical College president's designee for a student to enter the technical college Premises for the duration of that hearing.**

C. **Mediation**
At the discretion of the technical college president the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

D. **Hearing Appeals Procedure**
1. **A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or Lanier Technical 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 technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.**
2. **If the Vice President for Student Affairs or Lanier Technical College president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the**

initial complaint shall also be given notification of the hearing.

3. **The student will then have the right to appear in a hearing before a Hearing Body assigned by the Lanier Technical College 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 Lanier Technical College president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The Lanier Technical College president or his/her designee will notify the student in writing of the Hearing Body's decision.**
4. **If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or Lanier Technical College president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.**
5. **If the student appeared before the Hearing Body after the Vice President for Student Affairs or Lanier Technical College president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the Lanier Technical College president.**
6. **If entitled to an appeal to the Lanier Technical College president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.**
7. **The president of Lanier Technical College or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The Lanier Technical 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 Lanier Technical College president or his/her designee shall be final and binding.**

VII. Document Retention:

The Vice President for Student Affairs or Lanier Technical College president's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or Lanier Technical College president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting

record of appeal and decision submitted by the Hearing Body and the Lanier Technical College president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

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Drug and Alcohol Prevention Awareness Plan

In order to comply with the 1989 Amendments to the Drug-Free Schools and Communities Act, Lanier Technical College has created a drug and alcohol awareness program to be reviewed annually by a Drug and Alcohol Task Force Committee.

Operational Plan

This plan will outline programs and activities associated with Drug and Alcohol Awareness endeavors throughout the year, with specific communication to students, faculty, and staff during fall and spring semesters, which reviews the dangers of drugs and alcohol, policy, procedure, student conduct and state and local actions. The plan will review the enforcement and disciplinary sanction imposed on violators of the college's drug and alcohol policies. An annual review will determine whether these enforcement efforts and sanctions were applied in a consistent manner.

Committee Members

- Vice President Student Affairs
- Chief of LTC Police
- Special Populations Coordinator
- Vice President Administrative Services
- Student Navigator

Goals for LTC Drug and Alcohol Plan

- To support a culture and atmosphere free from alcohol and other drug use and abuse on the campus community
- To develop and disseminate information for the members of the campus community regarding alcohol and other drug issues for the purpose of awareness, education, and prevention
- To make the campus community aware of the availability of alcohol and other drug intervention services such as counseling, referral to in-patient and out-patient treatment, and provide ongoing support for students, faculty, and staff

Achievement of these goals are measured by student awareness rates, sponsored drug and alcohol awareness events, activities and campaigns, as well as knowledge of drug and alcohol dangers. Students will be provided surveys during specific times during the semester most notably at Student Involvement events. Additionally, surveys indicate that students are knowledgeable of counseling and support services, which are perceived as valuable assets.

Drug Free Schools and Communities Act

Each spring and fall notifications will be sent to students via student email communication.

Lanier Technical College is a drug-free campus. The faculty and staff at Lanier Technical College are concerned about the growing pattern of drug and alcohol abuse in our society today. Lanier Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. Lanier Technical College will comply with all pertinent local, state, and federal laws and regulations and is eager to join other educational facilities in this national effort to combat drug and alcohol abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug Free Schools and Communities Act of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

Under the terms of this act, colleges must annually distribute in writing to each student the following:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the

school's activities
- Descriptions of applicable legal sanctions under state, local, and federal law
- Description of health risks
- Description of available counseling, treatment, rehabilitation, or re-entry programs
- Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions

Standard of Conduct

Students of Lanier Technical College are guaranteed all of the rights, privileges, and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolled at Lanier Technical College assume a citizen's responsibility to abide by federal, state, and local laws. Violations of statutory laws or of Lanier Technical College student conduct regulations or other Technical College System of Georgia policies, rules and regulations may lead to disciplinary actions by Lanier Technical College. These regulations do not deny any previously guaranteed rights and privileges, but ensure a pleasant educational environment for all Lanier Technical College students.

Technical College students assume an obligation to act in a manner compatible with the fulfillment of the College mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Lanier Technical College establishes a comprehensive Student Code of Conduct.

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

Proscribed Conduct

Any student found to have committed the following drug and/or alcohol misconduct is subject to disciplinary sanctions by the college if the student is found in violation of the following as per the published Student Code of Conduct. In addition, allegations of drug and/or alcohol violations may include investigation and possible prosecution by local, state, or federal laws. The Student Code of Conduct lists the following as violations:

1. Alcohol. Use, possession, or distribution of alcoholic beverages (except as expressly permitted by College regulations), and/or public intoxication on College's premises or at off-campus activities sponsored by the College. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age or any violation the Drug-Free School and Alcohol Prevention Policy.
2. Use of Tobacco Products. Lanier Technical College is a tobacco free environment. Use of tobacco products is limited to student and employee vehicles. â€œTobacco Productsâ€ is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes.
3. Controlled Substances. Use, possession, manufacturing, or distribution of narcotics, or other controlled substances, and/or related paraphernalia except as expressly permitted by law or any violation of the Drug-Free School and Alcohol Prevention Policy.

In addition, 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 immediate suspension and/or expulsion from the College. 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 considered for 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 semester and forfeit all academic credit for that period.

Possible Penalties and Sanctions

Appropriate action will be taken in all cases in which students, faculty or staff are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1984, as implemented by college policy.

Employees

All new employees are advised of TCSG Policy 4.8.1. (III.O.1) Drug-Free Workplace and sign an acknowledgement statement indicating they have been made aware of the policy https://tcsg.edu/tcsgpolicy/files/4.8.1.pdf. Further Information is made available to employees and supervisors pertaining to the dangers of drug or alcohol abuse in the work place along with options for counseling or other employee assistance through the ESPYR, the state of Georgia's employee assistance program provider.

An annual notice will be sent to all employees of the college's Drug and Alcohol Prevention Program and employee assistance program services available if needed.

Students

Any alleged violation of the acts, as implemented by this policy, by a student of the College will be reported through appropriate faculty or administrative channels to include campus police. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action taken through the Behavioral Intervention Team and/or VP of Student Affairs or his/her designee. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

- Warning
- Reprimand
- Probation
- Mandatory participation in and satisfactory completion of a drug/alcohol abuse program, counseling, or rehabilitation program to include completion of AlcoholEdu
- Suspension for up to one year
- Referral for prosecution
- Expulsion
- Other appropriate disciplinary action(s)

The Technical College 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, the Technical College shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary following investigation and review.
- Provide such student with a descriptions of any local or community drug or alcohol treatment facilities, counseling, rehabilitation, or re-entry programs that are available for such purposes and may be mandated by a federal, state or local health, law enforcement, or other appropriate agency.

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

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling, rehabilitation, and assistance programs.
- Notification that severe penalties will be imposed upon students for drug and alcohol use and/or abuse violations occurring on campus, off-campus classes or activities sponsored by the college as those violations adversely affect the Technical College community or the pursuit of its objectives.
- Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects the Technical College Community and/or the pursuit of its objectives.

Students in a number of classes each term will be required to complete the learning platform, AlcoholEdu, to learn how to make good decisions regarding alcohol consumption. In addition, mandate students seeking counseling or treatment for drug or alcohol use that impairs the success of daily living will also to participate in this learning platform. This learning platform is also available to any interested student as well. The learning objectives of AlcoholEdu include:

- Abstainers will continue to choose not to drink
- Drinkers will more often choose not to drink any alcohol or intentionally limit alcohol intake
- When making the decision to consume alcohol, students will take steps to keep their blood alcohol levels in a safe range by actively monitoring intake and extend time element between drinks
- Students will help protect another person who has had too much to drink from dangerous situations in which his/her judgment has become impaired
- Students will attempt to help a friend who might have a problem with drugs and alcohol to include referral to counseling or treatment program

- Students will make informed decisions to avoid using marijuana and other drugs.

Concerning potential health risks, students should be aware that according to the National Institute of Drug Abuse (NIDA), the National Institute of Health (NIH), and other sources, drug and alcohol use might have a wide range of short- and long-term, direct, and indirect effects. Even after one use, short-term effects can cause alterations in appetite, the ability to sleep, slower or faster heart rate, dizziness, changes in blood pressure, behavior, and mood. Extended use over time or even an isolated incident of overindulgence can cause greater health risks to include heart attack, stroke, seizures, disorders of internal organs, and short-term psychosis. In other cases, extreme use of drugs or alcohol can lead to unintentional overdose and possible death. Long-term use of Drug and Alcohols may include heart and/or lung disease, certain cancers, liver disease, mental illness or mental disorders, hepatitis and other health concerns to include an increased chance of dependency or addiction. In addition, use of drugs and alcohol can impair good decision-making skills, which could lead to the contraction of AIDS, HIV or sexually transmitted diseases due to risk-taking behaviors. The risk for impulsivity, trauma, violence, injury, and risky behaviors may be enhanced due to impaired judgment. In addition, the use of drugs and alcohol may contribute to short- and long-term changes in brain activity that affects mood, impulsivity, memory, stress, and the ability to learn new material and acquire new skills. This may adversely affect a student's educational success and career opportunities. Even when drug and alcohol use is eliminated or reduced, those changes may become permanent. Last, the use of drugs and alcohol may adversely affect babies born to women who use drugs and alcohol while pregnant or while breastfeeding.

There are several options for the treatment of Drugs and Alcohol addiction or abuse to include assessment and evaluation services, intervention services, in-patient and outpatient treatment centers, counseling, 12-step recovery programs, partial hospitalization options, group therapy, and community support groups. In addition, a variety of referrals to outside agencies is available. Students may call 770-533-7005 or email kregister@LanierTech.edu to make an appointment.

Lanier Technical College Events and Activities and Awareness Campaigns

As a campus community effort, LTC will launch a continuous multi-media campaign on all campus locations to inform students about the use, dangers, long-term and short-term effects of drug and alcohol use to include:

- Information in the LTC College Catalog
- Information in the Student Resource Guide
- Drug and alcohol awareness information and resources on the campus website
- An electronic and social multimedia campaign to increase student knowledge and awareness of drug and alcohol prevention.

Resource Fair

An annual event that brings in community providers for wellness, drug and alcohol prevention and rehabilitation programs. To be conducted during Fall Semester.

Ongoing Alcohol EDU Learning Platform

AlcoholEdu is an online learning platform to educate and motivate students to use alcohol safely in order to establish a lifelong pattern of moderation in drinking or abstaining and recognize harmful behaviors associated with drinking and drug use. The goal is to educate students in making good decisions regarding alcohol, set limits on the number of drinks, understanding, the amount of alcohol in the standard drink, stop drinking at a predetermined time, and choose to consume less alcohol overall. Information on participating in this learning platform will be placed on the website.

Drug and Alcohol Awareness Lunch and Learn Sessions

During fall term, a designated Lunch and Learn session will held featuring alcohol and drug awareness. Flyers and educational materials will be distributed to raise awareness of the event.

Ongoing Drugs and Alcohol Material Distribution

Provide literature, brochures, and educational information on all campus locations throughout the year. Informational leaflets on the dangers of drug and alcohol use will incorporate information on counseling services provided by ESPYR.

Student Awareness Assessment

LTC will conduct periodic assessments to determine the effectiveness of the Drug and Alcohol Awareness Prevention strategies. Assessments will occur at both on campus events and in the annual LTC Student Satisfaction survey.

Conclusion

Lanier Technical College is committed to maintaining a learning environment which protects our students, staff, and visitors from unsafe and unhealthy influences while on our Campuses. Factually, the use/abuse of alcohol and other drugs also increases the risk for behavioral and social problems and can create a negative impact on academic work performance and relationships with co-workers, classmates, family, and friends. Conduct problems result in disciplinary action, loss of employment or dismissal from academic classes and programs. The laws of the state of Georgia and the policies of the Technical College System of Georgia prohibit the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on LTC's campuses, while conducting College business or as part of College sponsored activities or events. By keeping our Campus Community apprised and informed of current laws and policies, as well as the effects of drugs on social and physical health, LTC continues its commitment in cultivating a secure environment for our students, staff, and visitors.

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Drug Free Schools and Communities Act

Lanier Technical College is a drug-free campus. The staff at Lanier Technical College is concerned about the growing pattern of drug and alcohol abuse in our society today. Lanier Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. Lanier Technical College will comply with all pertinent laws and regulations and is eager to join other educational facilities in this national effort to combat drug abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug Free Schools and Communities Act of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful 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 semester and forfeit all academic credit for that period.

The Technical College 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, the Technical College shall with respect to any student so convicted:

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

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

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling, rehabilitation and assistance programs.
- Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

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

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

RELATED AUTHORITY: O.C.G.A. § 20-4-11 – Powers of the Board O.C.G.A. § 20-4-14 – TCSG Powers and Duties 34 C.F.R. § 86 20 U.S.C. § 1101i 20 U.S.C. § 1091(r) U.S. Department of Education's Higher Education Center for Alcohol and other Drug Prevention: Attachment: 6.7.3a. Compliance Checklist Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

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E-mail Communication

E-mail is the official medium for communication with students at Lanier Technical College. Each registered student is assigned an official e-mail address by the college. Students are expected to maintain their accounts and check their e-mail regularly so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect e-mail from their official college e-mail address to another address (e.g., @hotmail.com, @aol.com), the college is not responsible for the delivery of e-mail by other service providers.

Use of student e-mail accounts should be in accordance with appropriate conduct as described in the Student Handbook and the Acceptable Computer and Internet Use policy. Any student who does not own a personal computer or who does not have an Internet service provider may access his or her e-mail account from the library or from other designated computers at any of Lanier Technical College's locations.

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Emergency Phone Numbers

Sheriff's Department Emergency	911
Hall County Sheriff's Office	770.531.6885
Oakwood Police Department	770.534.2365
Forsyth County Sheriff's Office	770.781.2222
Barrow County Sheriff's Office	770.307.3080
Winder Police Department	770.867.2156
Jackson County Sheriff's Office	706.367.8718
Commerce Police Department	706.335.3200
Dawson County Sheriff's Office	706.344.3535
Lumpkin County Sheriff's Office	706.864.0412
Banks County Sheriff's Office	706.677.2248
North Fulton County Sheriff's Office	404.612.5100
Vice President of Academic Affairs	770-533-6921
Vice President of Administrative Services	770-533-6901
Vice President for Student Affairs	770-533-7001
Vice President of IE and Operations	678-341-6640
Dean of Dawson Campus	678-513-5202
Dean of Jackson Campus	770-535-6275
Dean of Barrow Campus	770-297-4512

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Firearms, Weapons, and Explosives

POLICY: 3.3.10 (II.C.10)

Revised: August 7, 2014
Last Reviewed: October 30, 2017
Adopted: September 2, 2010

POLICY:

The Technical College System of Georgia [TCSG] and its associated technical colleges are 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 the TCSG System Office or on any technical college campus shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties

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

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Notification of Sex Offenders

Information concerning registered sex offenders may be obtained at your local Sheriff's department or at the following GBI web site: http://gbi.georgia.gov/georgia-sex-offender-registry

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Reporting of Criminal Actions & Emergencies

All campus crimes and emergencies should be reported directly to the appropriate party (sheriff's and police department, fire department, hospital, ambulance, etc.) and then reported to the Office of Student Affairs in a timely manner.

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Sources of Help for Alcohol/Drug Dependency

AVITA PARTNERS Behavioral Health Services
(Low income/sliding scale fees)
Locations:

- Hall County 678-207-2900
- Forsyth County 678-341-3840
- Banks County 706-894-3700
- Dawson County 706-864-6822

Laurelwood 770-219-3800
(Mental Health Services at Northeast Georgia Medical Center)

HALT Club 770-534-3777
(Twelve Step Program)

National Clearinghouse for Drug and Alcohol Information..... 1-800-729-6686

United Way 2.1.1 Helpline..... 770-534-0617

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Statistics of Reported Crimes

At Lanier Technical College, the safety and well-being of our students, faculty, and staff is always a top priority. In addition to support of various publics, many people are involved in keeping our campus safe and secure. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. .

Campus Public Safety

We at Lanier Technical College strive to provide a safe and secure educational environment for our students, faculty, and staff. Lanier Technical College has its own Police Department.

The Lanier Technical College Police Department consist of sworn certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness. Officers patrol the campus Monday – Thursday 7:30 am – 10:30 pm and Friday 08:00 am – 12:00 pm. Police and Security Officers provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. All Lanier Technical College Police Officer are certified and have full arrest powers.

Lanier Technical College Police Department also provides unarmed Security Service Officers (SSOs) to assist with security in buildings and around campuses. The SSOs are serving as the eyes and ears of the Lanier Technical College Police Department. The SSO's do not have arrest authority.

The Campus Police Department has the primary responsibility of the Emergency Management function at Lanier Technical College.

Lanier Technical College adheres to and supports "20 U.S.C. 1092 (f) Disclosure of campus security policy and campus crime statistics" also known as the "The Clery Act". This law mandates that Colleges and Universities receiving Federal Aid report on campus crimes every October. Furthermore, the law requires that this information be available to students.

Lanier Technical College publishes The Annual Safety and Security Report each year. A copy may be found on the College Website. It is always available to students, faculty, and staff. Additionally, the crime statistics are available on the College website (www.laniertech.edu), in the college Catalog and Student Handbook, and in the Police Department.

Any questions or concerns related to safety and security should be reported to the Police officer on duty or the Police Chief at 770-533-6912, between the hours of 8 a.m. and 11 p.m., Monday through Thursday, excluding holidays. To report any incident or crime on campus, call 678-410-8339. This number is monitored 24/7.

General Information

Campus Police is equipped to handle any and all emergencies that occur on campus. This includes, but is not limited to, domestic situations, student misconduct, traffic flow, etc. Campus Security is also available for personal meetings with students, faculty, and staff, or others that have a need for law enforcement or related advice.

Crime Statistics

The Campus Police will disclose any crime report made directly to any local or state law enforcement agency by a member of the campus community. Annual statistics are also collected from the Campus Police, the Office of Student Affairs, and Campus Security Authorities on campus and distributed by October 1, of each year in the publication "Lanier Technical College Annual Security and Safety Report," Three years of Crime Data may be found in this report at www.laniertech.edu under the Public Safety/Campus Police Heading.

Health Emergency Procedure

In case of a health or medical emergency, the following should be done:

- Contact the Campus Police at 678-410-4139

Notify the closest administrative office of the medical emergency.
- The appropriate administrator will assess the situation and
  - Contact the Campus Police at 678-410-4139
  - Call for emergency assistance if such action is warranted.
  - If the situation is not life threatening, or in the opinion of the administrator, the person with the emergency can make rational decisions, appropriate action will be taken in conjunction with the victim.

Health, Safety, and Physical Operation Plans

The Emergency Operations Plan and the Business Continuity Plan Plan are available to students by visiting the Police Department or calling the Chief of Police at 770-533-6912.

Statement of Equal Opportunity

Lanier Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following persons has been designated to handle inquiries regarding the nondiscrimination policies:

- **Title IX/Equity Coordinator**, All Campuses, Nancy Beaver, Hall County Campus Breeden/Giles Hall, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770- 533-7001, nbeaver@laniertech.edu;
- **ADA/Section 504 Coordinator**, All Campuses, Allison Haynes, Hall County Campus Breeden/Giles Hall, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-6330, ahaynes@laniertech.edu;
- **Equal Employment Opportunity (EEO) Compliance Officer**, All Campuses, Hall County Campus, Jill Cantrell, Director of Human Resources, Breeden/Giles Hall, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-6903, cantrell@laniertech.edu;

Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Executive Vice President, Tim McDonald, Hall Campus, Deal Hall, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-6991, tmcdonald@laniertech.edu.

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Student Grievances

I. POLICY:

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

II. APPLICABILITY:

All technical colleges associated with the Technical College System of Georgia, including Lanier Technical College.

III. RELATED AUTHORITY:

Procedure: Unlawful Harassment and Discrimination of Students

IV. DEFINITIONS:

A. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
B. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.) are not grievable and a student must take advantage of the process in place.
C. Business days: Weekdays that the college administrative offices are open.
D. Vice President for Student Affairs (VPSA): The staff member in charge of the student affairs division at the college.
E. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.
F. Grievant: the student who is making the complaint.

V. ATTACHMENTS:

None

VI. PROCEDURE:

A. Informal Grievance Procedure: Student complaints should be resolved 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 their complaint 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 grievance, the student may proceed to the formal grievance procedure.
B. Formal Grievance Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure.
    1. Within 15 business days of the incident being grieved, the student must file a formal

grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:

a. Name,
b. Date,
c. Brief description of incident being grieved,
d. Remedy requested
e. Signed, and
f. Informal remedy attempted by student and outcome

2. If the grievance is against the VPSA, the student shall file the grievance in the office of the technical college president.
3. The VPSA, or his/her 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 disciplinary procedure or harassment/discrimination procedure, the disciplinary or harassment/discrimination procedure will take precedence and the grievance will not be processed until after the disciplinary or harassment/discrimination procedure has run its course.
6. The VPSA, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

C. Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. Only the student has the right to appeal.
   1. A student shall file a written appeal to the President within 5 business days of receiving the response referenced in VI.B.3.
   2. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he has provided all relevant documents with his appeal.
   3. At the President of the college's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
      a. The President may review the information provided by the student and administration and make the final decision; or
      b. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
      c. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
      d. Whichever process is chosen by the President, the decision of the grievance appeal is final.

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

VII. RECORD RETENTION:

Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held for 5 years after the graduation of the student or the date of the student's last attendance.

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Student Responsibilities & Rights

The following responsibilities and rights are listed to support the concept that students should be responsible citizens and, as such, they are guaranteed certain rights. Students have a responsibility to attend college regularly, and a right to learn and develop those skills and knowledge needed to function in society. Students have a responsibility to use counseling services that are provided for them for their own educational and personal development, and a right to be accurately informed as to the nature of guidance services available to them.

Students have a responsibility to make the most of the educational experiences made available to them, and a right to an education which is appropriate to their needs. Students have a responsibility to become informed and to express their opinions in a suitable manner, and a right to form and express their own opinions without jeopardizing their relations with their instructor. Students have a responsibility to not discriminate against any other person because of race, age, sex, creed, national origin, or handicap. Students have a right to expect no discrimination because of race, sex, age, creed, national origin, or handicap. Students have a responsibility to maintain reasonable grades according to their ability, and a right to receive an academic grade that reflects their achievement.

Students have a responsibility to discuss grievances informally with persons involved before invoking formal grievance action, and a right to a standard procedure for resolution of grievances. Students have a responsibility to publish and post information that does not disrupt the orderly operation of the college as determined by the President, and a right to know the criteria that will be applied in selection of information or materials they wish to post or include in their publications. Students have a responsibility to respect the persons and property of others, and a right to expect that their person and property will not be violated by others while on campus. Students have a responsibility to know and observe the institution rules and laws that govern their conduct, and a right to have clear understanding of the rules of student conduct made available to them. Students have a right to privacy of person, as well as freedom from unreasonable search and seizure of property. That individual right, however, is balanced by the college's responsibility to protect the health, safety and welfare of all its students.

Students have the responsibility of informing the college of information that will aid in making educational decisions to benefit the student, releasing information that will aid in making educational decisions to benefit the student, and meeting their financial obligations to the college. Students have the right to inspect, review, and challenge information contained in records directly relating to the student; the right to be protected by legal provisions which prohibit the release of personally identifiable information to other than legally authorized persons; and a right of access to cumulative records.

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Student Responsibility

Students are encouraged to be responsible for their own safety and the safety of others. The cooperation, involvement, and personal support of students in a campus safety program are crucial to the success of the program. Students must assume responsibility for their own personal belongings by taking simple, common sense precautions. Keys should be carried at all times and never lent to others. Cars should be parked in lighted areas and kept locked at all times. Valuables should be concealed.

A Student accepts full responsibility to pay all tuition, fees and other associated costs assessed as a result of registration for a class or receipt of educational service at Lanier Technical College.

If a Student registers, then drops or withdraws from some or all of their classes they remain responsible for paying all or a portion of tuition and fees in accordance with the Lanier Technical College published tuition refund schedule. Failure to attend class or receive a bill does not absolve a Student of their financial responsibility as described above.

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Student Right to Know

Students attend technical colleges for a variety of reasons. Every postsecondary institution is required by law to disclose its graduation, retention, and placement rates annually. While many students attend with the intention of completing a program of study, others may desire only to upgrade their skills to a point sufficient for initial employment or job promotion or to transfer to a senior-level college or university. Contact the office of the Vice President of Student Affairs for further information.

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Student Dress Code

Lanier Technical College recognizes that the dress and grooming of students are significant factors in the successful operation of the educational program. Furthermore, it is recognized as an educational responsibility of the college that students are made aware that appropriate dress, appearance, and hygiene are conducive to their personal well-being and the well-being of others.

Generally, common sense and good taste should prevail in matters of dress. Because of safety and other concerns in some programs, a professional dress code must be established and enforced. This dress code will be established with the approval of the college's administration. (For example, some programs will require lab coats, uniforms, long garments to protect the skin.)

The following regulations shall be observed to cultivate a proper attitude toward dress and grooming by the student:

1. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.
2. Shoes are to be worn at all times.
3. Longer knee length types of shorts such as dress shorts, Bermudas, and culottes are acceptable. Short shorts, tight shorts and running/gym shorts are not permitted.
4. Cleanliness of person and clothing is required.
5. Use of offensive, obscene, and/or abusive words or symbols on clothing is not permitted. This includes the use of emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the college. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.
6. Tank tops, halter tops, tube tops or other top garments defined as skimpy, scooped out at the neck and shoulder, and/or showing excessive amounts of skin area are types of inappropriate dress.

**For documented medical reasons, the administration is authorized to approve exceptions to the above requirements.

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Unlawful Harassment and Discrimination of Students

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) 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 ("prohibited 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 from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any student or employee 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 any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. 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. Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

II. APPLICABILITY:
All work units and technical colleges associated with the Technical College System of Georgia.

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

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance. Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. 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 college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

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

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic

performance or creating an intimidating, hostile or offensive educational environment. Sexually harassing conduct or behavior (regardless of the gender of the persons involved) 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 (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

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

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

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.

Employees: any individual employed in a full or part time capacity in any TCSG work unit or technical college.

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.

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

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.

Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

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.

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. Â§Â§ 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.

Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs

PROCEDURE:

A. **Administration and Implementation**

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.
5. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format); individuals who report sexual violence, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

B. **Reporting and Management Action**

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others.
2. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be granted.
5. 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 disciplinary measures or corrective actions are considered and taken.
6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to the technical college's Title IX or Section 504 Coordinators, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@tcsg.edu.
7. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.
8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.
9. 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. Â§ 19-7-5.
10. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
11. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. **Investigations**

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
3. Individuals designated to investigate or recommend corrective actions in response to

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

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence and/or unlawful retaliation has occurred.
6. Investigations and summary findings will be documented appropriately.
7. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously be provided the results in writing.
8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. **Corrective Actions**

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to either the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
4. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

E. **Reviews and Dispositions**

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the president.
2. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
3. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within 3 business days by regular mail or email to one of the following:
   Technical College System of Georgia
   Office of Legal Services
   1800 Century Place, N.E.
   Suite 400
   Atlanta, Georgia 30345
   OR Unlawfulharassment@tcsg.edu

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HOPE Reimbursement

Paying students who wish to apply for financial aid must submit the appropriate application. A student must file the application online before the last day of the academic semester or the student's withdrawal date, whichever occurs first, in order to be reimbursed for that academic term. It is the student's responsibility to contact the Financial Aid Office regarding possible reimbursement prior to the end of their current academic term due to strict reporting deadlines established by Georgia Student Finance Commission.

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HOPE/Zell Miller Combined Paid-Hours Limit

A student is ineligible to receive HOPE Scholarship payment once he or she reaches the Combined Paid-Hours limit of 127 semester or 190 quarter hours from any combination of Zell Miller or HOPE Scholarship Paid-Hours, plus HOPE or Zell Miller Grant Paid-Hours, plus, through FY2011, Accel Program Paid-Hours.

Hours for which HOPE/Zell Miller Grant funds were paid will be tracked starting with Summer Quarter 2003 except for hours for which a student received HOPE Grant payment prior to high school graduation and before Fall Quarter 2004. Hours for which Accel Program funds were paid will be tracked starting with Fall Quarter 2004.

Hours for which HOPE/Zell Miller Scholarship funds were paid will be tracked starting with Summer Quarter 2003.

If a student attempts 127 semester or 190 quarter hours at a combination of one or more post-secondary institute(s) before reaching the Combined Paid-Hours limit, he or she is ineligible to receive further HOPE Scholarship payment.

For more information regarding HOPE and State Aid regulations, visit https://www.gafutures.org/.

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How to Maintain Your HOPE Scholarship

Students receiving the HOPE Scholarship Scholarship must be making Satisfactory Academic Progress, even if they have not reached the renewal tier checkpoints listed below:

A. Students who are eligible to receive HOPE Scholarship as entering freshmen may receive payment through the semester that they have attempted (not earned) at least 30 semester or 45 quarter hours. However, all HOPE Scholarship recipients must have a grade point average of at least a 3.0 at the end of every Spring quarter term in order to continue their eligibility, except for freshmen enrolled for less than 12 credit hours for each of their first three college semesters. Freshmen recipients who enroll for less than 12 credit hours for each of their first three college semesters must have a cumulative grade point average of at least a 3.0 at the end of their third semester in order to continue their eligibility. All attempted hours and corresponding grades as shown on official transcripts are counted toward the HOPE Scholarship cumulative grade point average, including Learning Support study. Additionally, withdrawals are counted as attempted hours even if there is no academic penalty. Any college degree credit hours attempted or earned before high school graduation and hours exempted by examination do not count as hours attempted and are not included when calculating the HOPE Scholarship cumulative grade point average.
B. If you have a HOPE Scholarship cumulative grade point average of at least a 3.0 by the end of the semester in which you attempted 30 semester or 45 quarter hours, you may renew your scholarship for 31 through 60 semester hours or 46 through 90 quarter hours attempted.
C. If you have earned a HOPE Scholarship cumulative grade point average of at least a 3.0 by the end of the semester you attempted 60 semester or 90 quarter hours, you may renew your scholarship for 61 through 90 semester hours or 91 through 135 quarter hours attempted.
D. If you have earned a HOPE Scholarship cumulative grade point average of at least a 3.0 by the end of the semester in which you attempted 90 semester hours, you may renew your scholarship for 91 through 127 semester hours or 136 through 190 quarter hours attempted. However, the total cumulative number of credit hours for which you can receive payment from any combination of the HOPE or Zell Miller Scholarship, HOPE or Zell Miller Grant, and Accel programs is 127 semester hours or 190 quarter hours.

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State Grants/Scholarships Eligibility Requirements

- Students must meet all **citizenship** and **state residency** requirements of Georgia's Hope program.
- U.S. Citizenship or Eligible Non-Citizenship (Alien Registration card issue date must be at least one year prior to registration) is required.
- Georgia residency of at least one year prior to registration, for students who graduated from high school/got their GED in the state, is required.
- Georgia residency of at least two years prior to registration, for students who graduated from high school/got their GED outside the state, is required.
- Selective Service registration is required for male students. Males who can demonstrate extenuating circumstances that resulted in their failure to register may file an appeal with the College. Appeals will be reviewed by the Financial Aid Review Committee once each term. Please contact the Financial Aid Office for the Selective Service Appeal form and the deadline date for filing the appeal. The Financial Aid Review Committee's decision is final and cannot be appealed with the U.S. Department of Education.
- Compliance with the Georgia Drug Free Postsecondary Act is required.
- Default or owing a refund on a Federal Title IV Educational Loan or Grant disqualifies students from Hope funding.
- There is no income, age, or high school GPA or graduation limitation for diploma or certificate seeking students.
- Georgia's Technical Colleges do not require full time enrollment
- Students with a bachelor's degree or higher will not be eligible for HOPE.

Specific Eligibility Requirements for HOPE Grant/Scholarship

- Students who wish to be considered for federal (Pell) and state (HOPE) student aid should complete the Free Application for Federal Student Aid form at www.fafsa.ed.gov
- Students who do not wish to be considered for federal student aid should complete an application for HOPE Grant/Scholarship funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: https://www.gafutures.org/.
- HOPE will pay a portion of tuition. The remaining tuition, fees and books are not covered by HOPE.
- HOPE Grant recipients must maintain a 2.0 cumulative grade point average at the check points of 30 and 60 credit hours. (HOPE Grant Limits and Checkpoints)
- HOPE Grant recipients must be making Satisfactory Academic Progress to maintain eligibility.
- The HOPE Grant will pay a portion of the tuition for certificate and diploma level courses that are a part of the student's program of study, including learning support. The only exceptions are degree level courses that have direct and specific correlation to required courses in the student's diploma or certificate program. For example, English 1101 (degree level course) can be taken in place of English 1010 (diploma level course), if approved by the institution. This student must meet the cut-off scores required for the degree level English or Math. The HOPE Grant will not cover degree level courses used to fulfill general elective requirements for a certificate or a diploma program.
- HOPE Scholarship student must request HOPE Scholarship evaluation from the school at: http://www.laniertech.edu/HopeScholarship.aspx
- HOPE Scholarship will not pay for Learning Support courses. The HOPE Scholarship will pay a portion of the tuition for degree level courses that are a part of the student's program of study.
- HOPE Scholarship recipients must maintain a 3.0 cumulative grade point average at all tier checkpoints (30, 60, 90 semester hours) and at the end of each spring semester check.
- HOPE Scholarship recipients must be making Satisfactory Academic Progress to maintain eligibility.

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Student Access Loan Program Information

The Student Access Loan is administered by Georgia Student Finance Commission and is funded by state general funds and proceeds from the Georgia Lottery for education. This loan program is designed to be funding of last resort for college students who have a gap in their college financing. The interest rate on the loan is 1% and the repayment term is ten years after graduation. Loan funds may be used towards any part of the student's cost of attendance. Interest payments are required while the student is enrolled. Students may borrow up to $3,000 per year.

Students must be Georgia residents and United States citizens or Eligible Non-Citizens. Students will be randomly selected from the pool of all applicants. To be eligible for the Student Access Loan Program, students must have applied for other student financial aid including federal and state scholarships and grants.

For more information or to apply online, go to https://www.gafutures.org/

1. Click on the HOPE & State Aid Programs tab.
2. Scroll down to State Loans and click tab to access information and application.

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Zell Miller Grant

The Zell Miller Grant program administered by the Georgia Student Finance Commission is available to qualified Georgia residents who are enrolled in a diploma or technical certificate program. Students are not required to graduate from high school with a specific grade point average, however, students are required to have a minimum postsecondary cumulative grade point average of 3.5 at the completion of each term as determined by Georgia Student Finance Commission. The Zell Miller Grant award covers 100 percent of the tuition at Georgia technical colleges.

Income is not a consideration in determining eligibility for the Zell Miller Grant. All applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA). It is recommended that student file their FAFSA at least four to six weeks prior to the date the funds will be needed for registration. The application is available on line at: www.fafsa.ed.gov.

Students who do not wish to be considered for federal student aid may complete an application for HOPE Grant/Scholarship funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: www.GAcollege411.org.

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Zell Miller Scholarship Program

The Zell Miller Scholarship Program is a merit-based scholarship program with specific academic and grade point average eligibility requirements. The purpose of the Zell Miller Scholarship Program is to encourage the academic achievement of Georgia's high school students and Georgians seeking Degrees from postsecondary institutions located in Georgia. An eligible student seeking a Degree from a University System of Georgia or Technical College System of Georgia institution may receive Zell Miller Scholarship funds covering the Standard Undergraduate Tuition amount. The Zell Miller Scholarship Program for students attending Georgia's Eligible Postsecondary Institutions was created beginning with the 2011-2012 Award Year (State Fiscal Year 2012), with awards first available for Fall term 2011. The program is fully funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission.

- Students are eligible for the Zell Miller Scholarship as an incoming freshman:
  - Having graduated from an eligible high school with a grade point average of at least 3.7 as calculated by Georgia Student Finance Commission and having received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT score of at least 26; or
  - Having graduated from an eligible high school as the valedictorian or salutatorian; or
  - Having completed a home study program meeting the HOPE eligibility requirements, having received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale score of at least 26, and earning a cumulative grade point average of at least 3.3 at eligible postsecondary institution at the end of the quarter or semester in which the student has attempted 45 quarter hours or 30 semester hours, provided that such student shall be eligible to receive a retroactive scholarship for such student's freshman year to be paid at the end of the freshman year.
- A student must maintain a 3.3 grade point average in college to maintain the Zell Miller Scholar program. If the student falls below a 3.3 grade point average, they remain eligible for the regular HOPE Scholarship if the student's GPA is still a 3.0 or above.
- A student meeting the requirements to be a Zell Miller Scholar must also meet all the requirements to be a HOPE Scholar.
- If a student loses eligibility for the Zell Miller Scholar program for any reason, they may regain that eligibility one time.

The Zell Miller Scholar Program will pay: At an eligible public postsecondary institution, 100% of the standard tuition charges.

If you apply for HOPE or the Zell Miller Scholarship using the Free Application for Federal Student Aid (FAFSA), you must complete the FAFSA each year. The FAFSA must be completed on or before the last day of the school term or your withdrawal date for that term, whichever occurs first.

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Foundation Scholarships

The Lanier Technical College Foundation, through donations from business, industry, civic organizations, and individuals, provides scholarships for deserving students who meet the specific criteria required. Scholarships may supplement federal and state grants and may be used for both direct and indirect costs associated with educational expenses incurred during the period awarded. The Lanier Technical College Foundation announces the availability of external scholarships as openings arise. Students should obtain Foundation administered scholarship applications from the Office of Financial Aid or from the Lanier Technical College website: **Foundation Scholarships**. Lanier Technical College Foundation Scholarship applications will be reviewed and awarded by the Foundation Scholarship Committee. Please check the Lanier Technical College web site for semester deadline dates.

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Private Loans

Lanier Technical College does not currently participate in any federal student or parent loan programs. Any student loan for which a student wishes to apply for must be a private student loan.

Click here for more information on Private loans.

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Unemployment Benefits

Eligible students should contact the Department of Labor for information concerning regulations and requirements regarding receipt of unemployment benefits while attending Lanier Technical College.

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Veterans and Eligible Dependents

Utilizing Your GI Bill® Benefits

If you are an active-duty member or Veteran, a member of the National Guard or Reserves, or a qualified survivor or dependent, you may qualify for educational assistance through the VA. You may be able to determine your status through the link provided below:
https://www.vets.gov/education/eligibility/

You may also speak with the VA directly at **1-888-442-4551**. They have counselors available to answer questions that are specific to your benefits and service information. Unfortunately, School Certifying Officials (SCO) do not have the ability to determine eligibility, as they are not employed by the VA and do not have access to your records.

- After you have determined which benefits you will be using, you will need to complete the **Application for Education Benefits**. (Please allow time for processing—if you have not heard anything or received any documentation from them within 2-3 weeks, you will want to follow-up with their office, as sometimes there is additional documents that must be provided or completed): https://www.vets.gov/
- **You will receive your "Certificate of Eligibility" (COE) from the VA directly.** Once you have this document, it is your responsibility to get LTC a copy. The VA does not provide the school with any information directly on your behalf. We must have that document on file in order to secure your schedule or get you certified *depending on the benefits. If you have used education benefits in the past, we will also accept a screenshot/copy of your eBenefits Education Information in lieu of the COE.

MAKE RETURNING THE COE TO LTC A PRIORITY.

- Once the SCO has received your COE, you will receive a corresponding packet of information specific to your chapter of benefits.
- Once you receive the packet, read it fully. Discuss any questions or concerns you have with the SCO. Then, return the last two pages—the "Contact Information Sheet" and the "Statement of Understanding".
- Once you have submitted those items, your file will be complete. If you make any changes to your information with Admissions after that, please be sure to contact the VA SCO as well.
- It is your responsibility to touch-base again with the SCO once you register for courses.

What to do while you wait for your Certificate of Eligibility (COE) to arrive?

1. **Complete the Admissions Application to LTC**
   If the Admissions Office determines that you are an "Out-of-State" student, please provide their office with a copy of your DD-214 (member copy 4) for review. You may qualify for "military-out-of-state" status.
2. **Complete the FAFSA (Free Application for Student Aid)**—this will determine if the student is eligible for state and/or federal aid, in addition to VA education benefits. https://fafsa.ed.gov/
3. **Submit a copy of your "Official Military Transcript"** (if applicable), so that the Registrar's Office may fully review your transcripts for credit evaluation: https://jst.doded.mil

Transferring Your Military Transcripts to LTC

Veterans, reservists, service persons, etc. applying for VA Educational Benefits must provide Lanier Technical College with a copy of their DD-214--member copy 4 (if applicable), prior course completion certificates, official college transcripts from all previous colleges, and official military transcripts so that the transcripts can be evaluated.

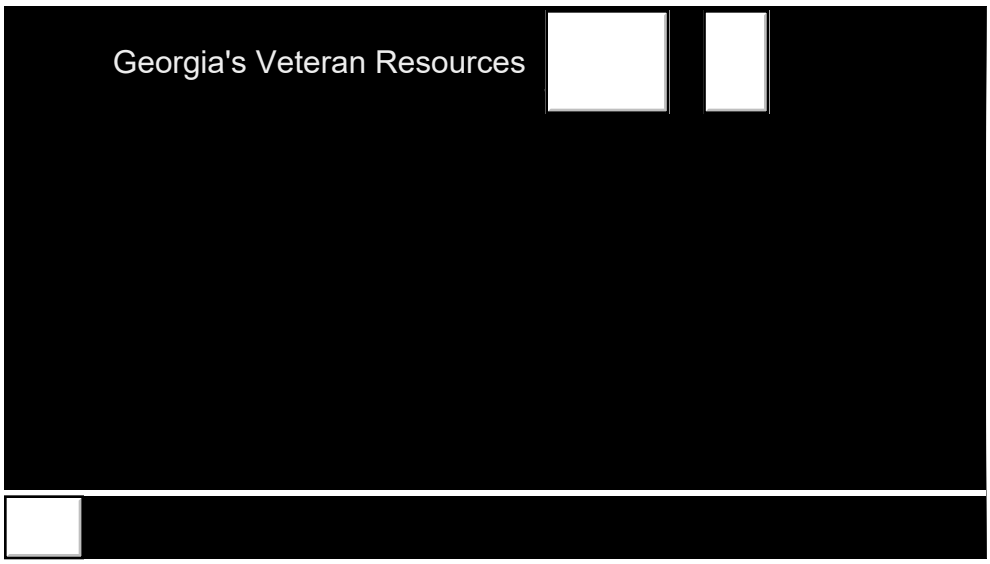
LANIER TECHNICAL COLLEGE IS UNABLE TO CERTIFY YOUR ENROLLMENT PAST THE SECOND SEMESTER UNLESS THE TRANSFER CREDIT PROCESS IS FINALIZED.

To request your Official Military Transcript, please log-on to the Joint Services Transcript web-site at:
https://jst.doded.mil/

- Select the OKAY button at the bottom of the screen.
- Press "Register" at the top and follow the steps.
- Create your unique User Name and Password.
  (Please note the special character requirements for the password).
- You will then "Request an Official Transcript" for "Lanier Tech".

If you have any questions or concerns, please feel free to contact the LTC SCO:
Shay Snow; 770-533-7022; ssnow@laniertech.edu

Office hours are typically Monday-Thursday 8:30am-6pm, Friday 8-12pm, and by appointment at all campus locations.



Lanier Technical College is a unit of the Technical College System of Georgia.

Lanier Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: For nondiscrimination information, please contact Nancy Beaver, Title IX Coordinator, Lanier Technical College, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-7001 or nbeaver@lanietech.edu and Allison Haynes, Section 504 Coordinator, Lanier Technical College, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-7003, or ahaynes@laniertech.edu.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at https://www.laniertech.edu/GE.aspx.

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Vocational Rehabilitation

Qualified students, those with certain disabilities which might prevent employment, may receive services while attending Lanier Technical College. To determine eligibility and for further information about Rehabilitation Services and its programs go to **http://gvra.georgia.gov/vocational-rehabilitation-division** or you may contact the State Office at 404-232-7800, or e-mail Vocational Rehabilitation at **GVRAcustomer-service@gvra.ga.gov**.

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Workforce Innovation and Opportunity Act (WIOA)

WIOA provides assistance to **adults** (18 and older), **youth** (ages 16-24), and **dislocated workers** (18+, currently on unemployment, laid-off from previous employer, etc.) who meet program criteria. HOPE and Pell funds must be used first to pay tuition and fees before WIOA funds will be used. WIOA may assist with supportive services such as books and supplies, transportation, and childcare. Information and assistance may be obtained by calling the following WorkSource Georgia offices:

WorkSource Georgia - Georgia Mountains Regional Commission at 770-538-2626 or check out the website at http://www.gmrc.ga.gov Georgia Mountains serves those who live in Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White Counties.

WorkSource Georgia - Northeast Georgia Regional Commission at 706-369-5703 or check out the website at http://www.negrc.org/ Northeast Georgia serves those who live in Barrow, Clarke, Elbert, Greene, Jackson, Jasper, Madison, Morgan, Newton, Oconee, Oglethorpe, and Walton counties.

WorkSource Georgia - Atlanta Regional Commission at 404-463-3327 or check out the website at https://atlantaregional.org. Atlanta Regional serves those who live in Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry and Rockdale counties.

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⊞	Building Automation Systems
⊞	Business Management
⊞	Business Technology
⊞	Commercial Truck Driving
⊞	Computer Information Systems
⊞	Cosmetology
⊞	Criminal Justice Technology
⊞	Culinary Arts
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⊞	Dental Hygiene
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⊞	Drafting Technology
⊞	Early Childhood Care and Education
⊞	Electrical Systems Technology
⊞	Electrical Utility Technology
⊞	Emergency Management
⊞	Engineering Technology
⊞	Esthetician
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⊞	Motorsports Vehicle Technology
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⊞	Radiologic Technology
⊞	Surgical Technology
⊞	Welding and Joining Technology
⊞	Wireless Engineering Technology

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Future Students
Current Students
Faculty & Staff
Blackboard
BannerWeb
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Top Stories

- Download Lanier Tech's College Viewbook
- Download Lanier Tech's Student Resource Guide
- Sam Stone wins Dr. John B. O'Neal , III EMS Pioneer Award
- John Leverett is new Director of Motorsports Vehicle Technology
- Katie Ballard honored by Georgia's Senate and House
- SkillsUSA Competition held at College
- Lanier Tech Grad helps Daytona 500 Winning Team!
- Physical Therapist Assistant Information Sessions
- Newest iLeaders start leadership training.
- Rad Tech Info and Application Sessions
- ATL Boat Show hosts first-ever Boating Career Day
- Pennie Eddy named Instructor of the Year for 2018
- Chase Sweda Chosen as GOAL Winner

Resources

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- Student Activities Calendar
- Admissions Testing - ACCUPLACER
- BankMobile - Student Refund
- Book / Campus Store
- Career Connections Job Board
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Upcoming Events

05/02/2019 - Work Opportunity Investment Act (WIOA) - Hall County [+]

Featured Programs



Motorsports Vehicle Technology

The Motorsports Vehicle Technology offers a blend of hands-on, trackside, and classroom training which prepares students to work in the challenging and rewarding fields of the Motorsport Industry. In our shop and classroom students learn all facets of racecar development including suspension set-up, fabrication, welding, machine tool, carbon fiber lay-up, engine builds and tuning, transmission and differential builds, general racecar repairs, testing procedures, racecar electronics, data acquisition, trackside procedures, and many other industry protocols.

Click here to learn more.



Radiologic Technology

The Radiologic Technology program is a sequence of courses that prepares students for positions in Radiologic 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 a Radiologic Technology Associate of Applied Science Degree, and are eligible to sit for the national certification exam to become a registered radiologic technologist. The exam is administered by the American Registry of Radiologic Technologist.

Click here to learn more.

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Effective Dec. 3, 2018, Lanier Technical College's address will be: 2535 Lanier Tech Drive, Gainesville, GA 30507

Phone: 770-533-7000 | Fax: 770-531-6328

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or, Search by Campus and / or Department

0 records found. Please provide a name or select a letter.

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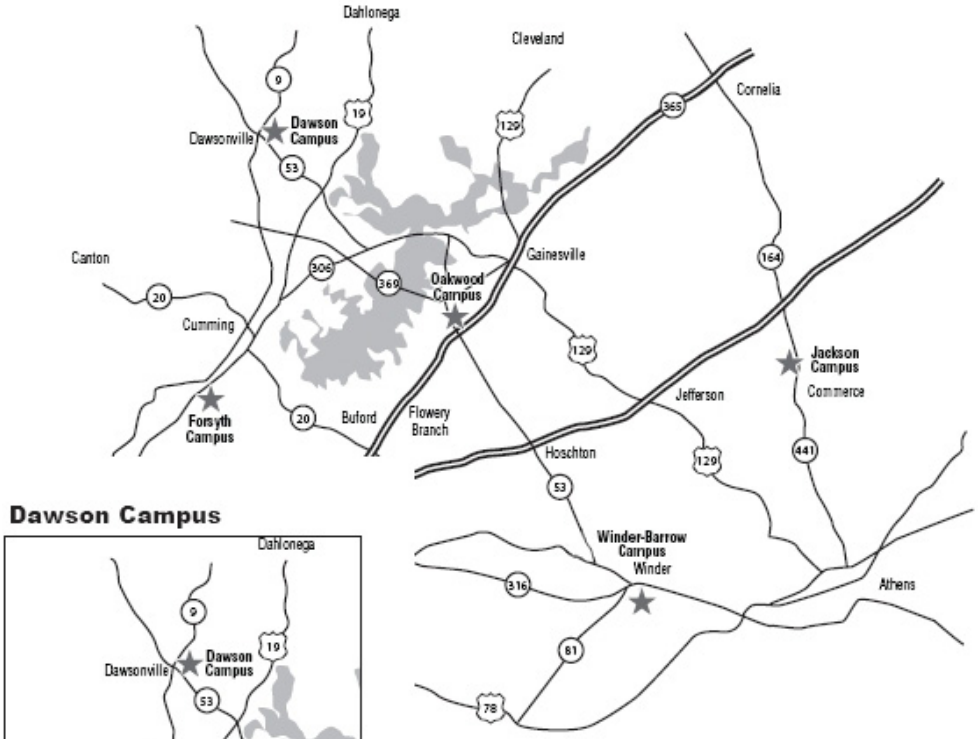
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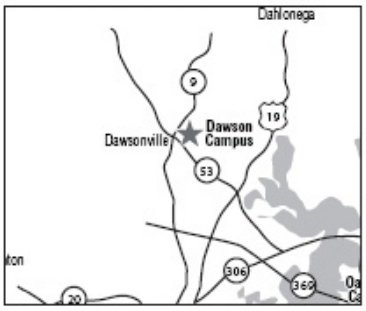
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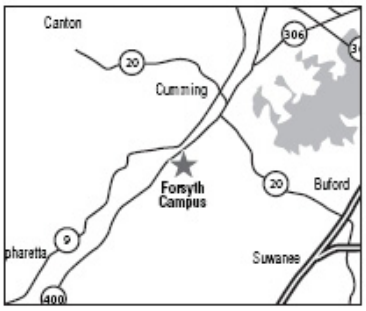
Location Maps



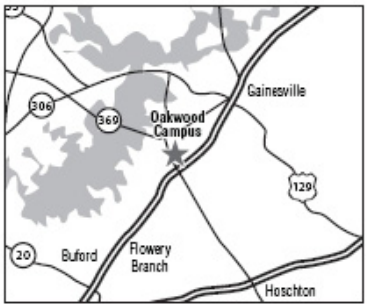
Dawson Campus



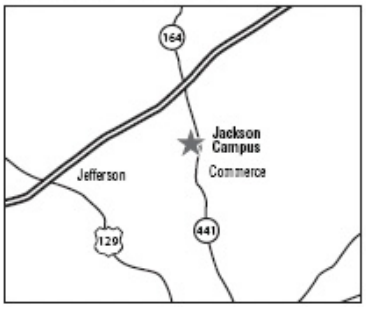
Forsyth Campus



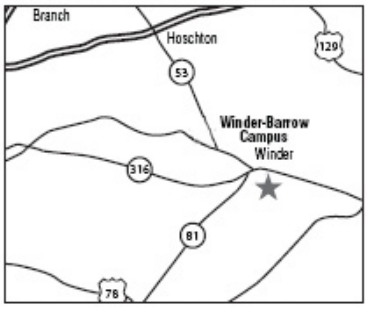
Oakwood Campus



Jackson Campus



Winder-Barrow Campus



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College Calendar

The College Calendar is your go-to source for key dates and deadlines each semester. You will find when you need to apply for each semester, when registration begins and ends, tuition and fees payment deadlines, the first and last days of each semester, final examination dates, holidays, graduation, and more. Refer to the College Calendar frequently as dates may change as new events are added or updates are made.

To view the College Calendar please visit: http://www.laniertech.edu/Academic-Calendar.aspx.

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ACCT 1100 back to top
Financial Accounting I
(4 credit/5 contact hours)
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105 back to top
Financial Accounting II
(4 credit/5 contact hours)
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

ACCT 1115 back to top
Computerized Accounting
(3 credit/5 contact hours)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120 back to top
Spreadsheet Applications
(4 credit/6 contact hours)
This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

ACCT 1125 back to top
Individual Tax Accounting
(3 credit/4 contact hours)
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 back to top
Payroll Accounting
(3 credit/4 contact hours)
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACCT 2000 back to top
Managerial Accounting
(3 credit/4 contact hours)
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 2100 back to top
Accounting Internship I
(4 credit/12 contact hours)
Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2110 back to top
Accounting Simulation
(3 credit/5 contact hours)
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

ACCT 2115 back to top
Bookkeeper Cert Review
(3 credit/4 contact hours)
Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

ACCT 2120 back to top
Business Tax Accounting
(3 credit/4 contact hours)
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2130 back to top
Integrated Acct Mgmt
(3 credit/4 contact hours)
Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include: creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACCT 2140 back to top
Legal Environment of Busn.
(3 credit/3 contact hours)
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACCT 2145 back to top
Personal Finance
(3 credit/3 contact hours)
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 2155 back to top
Principles Fraud Examination
(3 credit/3 contact hours)
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.

ACRP 1000 back to top
Intro/Auto Collision Repair
(4 credit/4.4 contact hours)
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 back to top
Auto Components Repair/Replace
(4 credit/6.94 contact hours)
This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

ACRP 1010 back to top
Foundations Collision Repair
(5 credit/9.33 contact hours)
This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

ACRP 1015 back to top
Fundamentals of Auto Welding
(4 credit/6 contact hours)
This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

ACRP 1017 back to top
Mech/Electrical Systems I
(4 credit/6 contact hours)
This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 back to top
Mech/Electrical Systems II
(5 credit/7.34 contact hours)
This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 2001 back to top
Intro Auto Paint/Refinishing
(5 credit/7.14 contact hours)
This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced.Spray gun types and basic operations will also be introduced.

ACRP 2002 back to top
Paint/Refinish Techniques
(5 credit/7.33 contact hours)
This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2009 back to top
Refinishing Internship
(2 credit/6 contact hours)
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.

AIRC 1005 back to top
Refrigeration Fundamentals
(4 credit/6 contact hours)
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 back to top
Refrigeration Prin/Practices
(4 credit/6 contact hours)
This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020 back to top
Refrigeration Sys Components
(4 credit/6 contact hours)
This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030 back to top
HVACR Electrical Fundamentals
(4 credit/6 contact hours)
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 back to top
HVACR Electrical Motors
(4 credit/6 contact hours)
This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 back to top
HVACR Electrical Comp/Controls
(4 credit/6 contact hours)
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060 back to top
AC System Applic/Installation
(4 credit/6 contact hours)

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 back to top
Gas Heat
(4 credit/6 contact hours)
This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 back to top
Heat Pumps/Related Systems
(4 credit/6 contact hours)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090 back to top
Troubleshooting AC Systems
(4 credit/6 contact hours)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

AIRC 2500 back to top
HVACR Internship-Practicum
(4 credit/9 contact hours)
This course allows the student to gain real-world experience by working with a local industry in the appropriate field for a minimum of 135 hours during the term or, alternately, an equivalent number of hours on real-world projects at the college.

ALET 1390 back to top
Alternative Energy/Green Sys
(3 credit/4 contact hours)
This course introduces students to alternative energy and green technology systems. Topics include wind turbines, hydroelectrics, bio-fuels, environmental monitoring, solar power, fuel cells, inverters, electronic power monitoring devices, power control electronics, and green technologies.

ALHS 1010 back to top
Intro to Anatomy/Physiology
(4 credit/4 contact hours)
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 back to top
Structure/Function- Human Body
(5 credit/5 contact hours)
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 back to top
Introduction to Healthcare
(3 credit/5 contact hours)
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 1054 back to top
Spanish Allied Health Workers
(3 credit/3 contact hours)
An introduction to the Spanish language and Latino culture as applied to the allied health industry. Topics include: introductory conversational Spanish with an emphasis on allied health industry and on medical terminology vocabulary in the areas of Spanish verbs, nouns, and grammar, and understanding and appreciating aspects of Latino culture for more effective management. Additional concentration on completing physical assessments in Spanish and questioning of patients as to their health condition, needs, and concerns.

ALHS 1060 back to top
Diet & Nutrition for ALHS
(2 credit/2 contact hours)
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

ALHS 1090 back to top
Medical Terminology for ALHS
(2 credit/2 contact hours)
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 1113 back to top
Intro to Health Professions
(2 credit/2 contact hours)
This course introduces students to the roles of various members of the health care system, education requirements and issues affecting the delivery of care.

ALHS 1180 back to top
Cultural Diversity & Health
(3 credit/3 contact hours)
The course is designed to examine culture beliefs, values and attitudes influencing health care delivery systems. The concept of culture competency and its components are explored and strategies for appropriate intervention are provided. Models for culturally competent care are presented. Course content is designed for front line workers in any health care profession. Topics include cultural diversity and cultural competence.

AMCA 2110 back to top
CNC Fundamentals
(4 credit/6 contact hours)
Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

AMCA 2130 back to top
CNC Mill Manual Programming
(5 credit/7 contact hours)
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

AMCA 2150 back to top
CNC Lathe Manual Programming
(5 credit/7 contact hours)
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

AMCA 2170 back to top
CNC Practical Applications
(4 credit/7 contact hours)
Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC progamming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

AMCA 2190 back to top
CAD/CAM Programming
(4 credit/6 contact hours)
Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

ARTS 1101 back to top
Art Appreciation
(3 credit/3 contact hours)
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.

AUMF 1110 back to top
Flexible Manufacturing Syst I
(5 credit/5 contact hours)
This course provides instruction in manufacturing control process and work cell interfacing. Emphasis is placed on open and closed loop systems. Instruction is also given in the area of linear integrated circuits. Topics include process control, sensor and cell level interfacing, fluid level, pressure, and flow measurement, pneumatic controls, and human factors and safety.

AUMF 1150 back to top
Introduction to Robotics
(3 credit/5 contact hours)
Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AUMF 1210 back to top
Flexible Manufacturing Sys II
(5 credit/7 contact hours)
This course reviews flexible manufacturing system electrical, electronic and mechanical principles by providing opportunities to plan and prepare for constructing and operating an actual flexible automated

system. Emphasis is also placed on work cell design by allowing students to work in instructor-supervised teams assembling and operating automated production system cells. Topics include flexible system planning and preparation, work cell design, prototype or demonstration work cell operation, and work cell debugging and troubleshooting.

AUMF 2060 back to top
Work Cell Design Laboratory
(2 credit/3 contact hours)
Allows students to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include: work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

AUTT 1010 back to top
Auto Technology Introduction
(2 credit/3 contact hours)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1020 back to top
Auto Electrical Systems
(7 credit/16 contact hours)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1021 back to top
Automotive Electrical Sys I
(4 credit/9.12 contact hours)
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

AUTT 1022 back to top
Automotive Electrical Sys II
(3 credit/6.78 contact hours)
Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.

AUTT 1030 back to top
Automotive Brake Systems
(4 credit/7 contact hours)
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 back to top
Auto Engine Performance
(7 credit/15 contact hours)
Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

AUTT 1041 back to top
Automotive Engine Perf I
(3 credit/6.667 contact hours)
This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

AUTT 1042 back to top
Automotive Engine Perf II
(4 credit/8.66 contact hours)
This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

AUTT 1050 back to top
Auto Suspension Steering Sys
(4 credit/8 contact hours)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

AUTT 1060 back to top
Auto Climate Control Systems
(5 credit/7 contact hours)
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain

proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUTT 2010 back to top
Automotive Engine Repair
(6 credit/11 contact hours)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUTT 2011 back to top
Auto Engine Repair I
(3 credit/6 contact hours)
This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

AUTT 2012 back to top
Auto Engine Repair II
(3 credit/5.66 contact hours)
This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

AUTT 2020 back to top
Auto Manual Drive Train/Axle
(4 credit/7 contact hours)
This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

AUTT 2030 back to top
Auto Transmission Transaxle
(5 credit/9 contact hours)
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

AUTT 2100 back to top
Auto Alternative Fuel Vehicles
(4 credit/4.66 contact hours)
This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles.

AUTT 2110 back to top
Auto. Light Duty Diesel Engine
(6 credit/11.66 contact hours)
This course allows students in the auto service tech programs to learn about the basic systems and service procedures on modern light duty diesel vehicles. Topics covered include diesel engine operating principles and diagnostics; diesel fuel induction systems; diesel air induction systems; diesel exhaust and emissions systems; and basic preventive maintenance procedures followed for these types of vehicles in most service shops.

BIOL 1111 back to top
Biology I
(3 credit/3 contact hours)
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, biotechnology, and evolution. BIOL 1111L

BIOL 1111L back to top
Biology Lab I
(1 credit/3 contact hours)
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, biotechnology, and evolution. BIOL 1111

BIOL 2113 back to top
Anatomy & Physiology I
(3 credit/3 contact hours)
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body

organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems. BIOL 2113L, BIO 2113L

BIOL 2113L back to top
Anatomy & Physiology I Lab
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems. BIOL 2113

BIOL 2114 back to top
Anatomy & Physiology II
(3 credit/3 contact hours)
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system,and reproductive system. BIOL 2114L

BIOL 2114L back to top
Anatomy & Physiology II Lab
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system. BIOL 2114

BIOL 2117 back to top
Introductory Microbiology
(3 credit/3 contact hours)
Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease. BIOL 2117L

BIOL 2117L back to top
Introductory Microbiology Lab
(1 credit/3 contact hours)
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. BIOL 2117

BMET 1231 back to top
Med Equip Function/Oper I
(4 credit/6 contact hours)
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 back to top
Med Equip Function/Oper II
(4 credit/6 contact hours)
Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMET 2343 back to top
Internship Med Systems
(3 credit/7 contact hours)
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.

BUAS 1010 back to top
BAS Fundamentals
(2 credit/3 contact hours)
BAS Fundamentals provides an overview of the BAS industry in general. Topics include history, BAS manufacturers & contractors, industry scope & trends, careers in BAS, overview of point types, required skills, types of BAS systems, and general BAS architecture.

BUAS 1020 back to top
BAS Electrical Concepts
(3 credit/5 contact hours)
Introductory concepts of basic electricity to include metric units, scientific notation, atomic theory, charge, voltage, current, resistance, electromagnetism, conductors, insulators, electrical circuits, measurement devices, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, electrical energy, electrical power.

BUAS 1030 back to top
BAS Electrical Concepts II
(3 credit/5 contact hours)
This course continues the development of electrical fundamentals began in BAS Electrical Concepts I. Topics covered include power supplies, reactive electrical components, power distribution, circuit protection, electric motor theory, electric generator theory, types of electric motors, motor starters, switching devices, electrical symbols, pictorial diagrams, schematics, sequences of operation, and basic

electrical troubleshooting.

BUAS 1040 back to top
BAS Devices
(3 credit/5 contact hours)
This course will cover the major types of components found in BAS systems. Topics include standard I/O wiring, temperature devices, humidity devices, pressure devices, flow devices, life & equipment safety devices, actuators & dampers, control valves, power supply devices, transducers, relays & contactors, motor controls, enclosures, and power monitoring devices.

BUAS 1050 back to top
BAS Network Architecture
(3 credit/4 contact hours)
This course presents the fundamentals of BAS system network architecture. Topics include network fundamentals, standards, OSI model, IP protocol, network signal transmission, media, protocols, physical topologies, logical topologies, hardware, typical BAS networks, and typical BAS subnetworks.

BUAS 1060 back to top
BAS Advanced Elec. Concept
(3 credit/5 contact hours)
This course builds upon electrical concepts covered in BAS Electrical Concepts II. Topics include voltage dividers, DC voltage & current sources, simplification theorems, AC current & voltage, oscilloscope fundamentals, reactive components & reactive circuits, basic filters, ladder logic, and shop drawings.

BUAS 2010 back to top
BAS Comm HVAC/R & Controls
(3 credit/4 contact hours)
This course will introduce the student to the major types commercial HVAC/R systems and components, and the modern control theory associated with their proper functioning. Topics include psychrometrics, all-air systems, all-water systems, air & water systems, boilers, chillers, air-side devices, water-side devices, control theory, control system standards, and applied control theory.

BUAS 2020 back to top
BAS Logic/Programming
(4 credit/6 contact hours)
Introductory concepts of logic and programming are covered in this course. Topics include history of logic, logical form, truth tables, logical equivalences, rules of inference, conditionals, boolean expressions, logic gates, digital logic circuits, number systems, programming basics, object-oriented programming, data types, decision making, programming style, and an introduction to languages.

BUAS 2030 back to top
BAS Design/Installation
(4 credit/7 contact hours)
This course deals with how BAS systems are designed and properly installed and commissioned. Topics include BAS contracting, GA Lien Law, NEC code, low voltage contractor's license requirements, GA state & local codes, cabling practices, selecting device locations, network considerations, conduit requirements, developing a commissioning plan, and BAS system commissioning.

BUAS 2040 back to top
BAS Integration
(5 credit/7 contact hours)
This course investigates several BAS integration platforms present in the industry. Topics TCP/IP fundamentals, Modbus, Lonworks, BACnet, and Niagara AX.

BUAS 2050 back to top
BAS Internship
(3 credit/9 contact hours)
This course allows the student to gain real-
world experience by working with a local BAS company in the field for 8 hours per week, or alternatively, an equivalent number of hours on real-world automation projects at the college.

BUSN 1045 back to top
Managing Customer Relationship
(2 credit/2 contact hours)
This course introduces the basic customer service skills required to successfully interact with both internal and external customers. Topics include: quality service orientation, telephone service skills, customer interaction skills (level I), and customer interaction skills (level II).

BUSN 1190 back to top
Digital Technologies
(2 credit/3 contact hours)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1210 back to top
Electronic Calculators
(2 credit/3 contact hours)
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 1230 back to top

Legal Terminology
(3 credit/3 contact hours)
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 back to top
Office Procedures
(3 credit/4 contact hours)
Emphasizes essential skills required for the business office.

BUSN 1250 back to top
Records Management
(3 credit/4 contact hours)
Introduces records management concepts for use in any office environment. Topics include: Basic Records Management Concepts; Alphabetic, Numeric, Subject, and Geographic Filing; and Records Retention, Transfer, and Disposition of Records.

BUSN 1310 back to top
Intro to Business Culture
(3 credit/3 contact hours)
Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

BUSN 1400 back to top
Word Processing
(4 credit/6 contact hours)
This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 back to top
Spreadsheet Concepts & Apps
(4 credit/6 contact hours)
This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

BUSN 1420 back to top
Database Applications
(4 credit/6 contact hours)
This course covers the knowledge and skills to required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 1430 back to top
Desktop Pub/Presentation Apps
(4 credit/6 contact hours)
This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 back to top
Document Production
(4 credit/7 contact hours)
PREREQUISITE: BUSN 1100 OR THE ABILITY TO KEY 25 GWAM (gross words a minute) ON 3-MINUTE TIMINGS WITH NO MORE THAN 3 ERRORS. Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUSN 2160 back to top
Electronic Mail Applications
(2 credit/3 contact hours)
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

BUSN 2190 back to top
Bus Doc Proofreading/Editing
(3 credit/4 contact hours)
Emphasizes proper proofreading and editing for business documents. Topics include: applying

proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2200 back to top
Office Accounting
(4 credit/5 contact hours)
Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

BUSN 2210 back to top
Applied Office Procedures
(3 credit/5 contact hours)
This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUSN 2340 back to top
Healthcare Admin Procedures
(4 credit/6 contact hours)
Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant*s role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

CARP 1000 back to top
Fundamental Carpentry Skills
(3 credit/4 contact hours)
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.

CARP 1015 back to top
Structural Framing I
(3 credit/4 contact hours)
Structural Framing describes the layout and construction procedures for floor, wall, and stair 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.

CARP 1020 back to top
Structural Framing II
(3 credit/4 contact hours)
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.

CARP 1025 back to top
Intermediate Carpentry Techniq
(5 credit/7 contact hours)
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.

CARP 1035 back to top
Advanced Carpentry I
(5 credit/7 contact hours)
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.

CARP 1055 back to top
Advanced Carpentry II
(4 credit/6 contact hours)
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.

CARP 1056 back to top
Advanced Commercial Carpentry
(4 credit/6 contact hours)
Advanced Commercial Carpentry contains the culmination of skills needed to be a journeyman commercial carpenter. Topics in this course include rigging equipment and practices, advanced roof systems, introduction to welding, commercial finish work, and crew leader skills.

CCMN 1050 back to top
Commercial Building Code
(2 credit/2 contact hours)
This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types,

fire resistance, means of egress, structural loading, and construction materials.

CCMN 1060 back to top
Construction Estimating I
(4 credit/5 contact hours)
This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

CCMN 2010 back to top
Construction Law
(3 credit/3 contact hours)
This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

CCMN 2040 back to top
Construction Project Mgmt
(4 credit/4 contact hours)
This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.

CHEM 1151 back to top
Survey of Inorganic Chemistry
(3 credit/3 contact hours)
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry. CHEM 1151L

CHEM 1151L back to top
Survey of Inorganic Chem Lab
(1 credit/3 contact hours)
Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry. CHEM 1151

CHEM 1152 back to top
Survey Organic & Biochemistry
(3 credit/3 contact hours)
Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism. CHEM 1152L

CHEM 1152L back to top
Survey Org Chem/Biochem Lab
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism. CHEM 1152

CHEM 1211 back to top
Chemistry I
(3 credit/3 contact hours)
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws. CHEM 1211L

CHEM 1211L back to top
Chemistry Lab I
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws. CHEM 1211

CHEM 1212 back to top
Chemistry II
(3 credit/3 contact hours)
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry. CHEM 1212L

CHEM 1212L back to top
Chemistry Lab II
(1 credit/3 contact hours)
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. CHEM 1212

CIST 1001 back to top
Computer Concepts
(4 credit/6 contact hours)
Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

CIST 1102 back to top
Keyboarding
(2 credit/5 contact hours)
CIST1102 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 GWAM (gross words a minute).

CIST 1122 back to top
Hardware Install/Maintenance
(4 credit/7 contact hours)
This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

CIST 1130 back to top
Operating Systems Concepts
(3 credit/5 contact hours)
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 1220 back to top
Structured Query Language
(4 credit/7 contact hours)
Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

CIST 1305 back to top
Program Design & Development
(3 credit/4 contact hours)
An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

CIST 1401 back to top
Comp Networking Fundamentals
(4 credit/6 contact hours)
Introduces networking technologies and prepares students to take the CompTIA*s broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

CIST 1510 back to top
Web Development I
(3 credit/4 contact hours)
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520 back to top
Scripting Technologies
(3 credit/4 contact hours)
Students learn how to use the features and structure of a client side scripting language. Students will also explore the features on server side scripting. Students will develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

CIST 1530 back to top
Web Graphics I
(3 credit/4 contact hours)
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 techiques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1540 back to top
Web Animation I
(3 credit/4 contact hours)
In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

CIST 1601 back to top
Info Security Fundamentals
(3 credit/4 contact hours)
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 1602 back to top
Security Policies & Procedures
(3 credit/3 contact hours)
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 2114 back to top
Fundamentals of Wireless LANs
(4 credit/6 contact hours)
This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a, 802.11b, 802.11g, and 802.11n technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, WPA, WPA2; and Vendor interoperability strategies.

CIST 2129 back to top
Comp Database Techniques
(4 credit/7 contact hours)
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 2222 back to top
Admin Microsoft SQL Server
(4 credit/4 contact hours)
Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

CIST 2311 back to top
Visual Basic I
(4 credit/7 contact hours)
Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsofts Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2351 back to top
PHP Programming I
(4 credit/7 contact hours)
An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2371 back to top
Java Programming
(4 credit/7 contact hours)
This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student*s programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2381 back to top
Mobile Application Development
(4 credit/6 contact hours)
This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

CIST 2411 back to top
Microsoft Client

(4 credit/6 contact hours)
Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 back to top
MS Server Directory Services
(4 credit/6 contact hours)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

CIST 2413 back to top
MS Server Infrastructure
(4 credit/6 contact hours)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2414 back to top
MS Server Administrator
(4 credit/6 contact hours)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

CIST 2431 back to top
UNIX/LINUX Introduction
(4 credit/6 contact hours)
This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2432 back to top
UNIX/LINUX Server
(4 credit/6 contact hours)
This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

CIST 2433 back to top
UNIX/LINUX Advanced Server
(4 credit/6 contact hours)
This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

CIST 2434 back to top
UNIX/LINUX Scripting
(4 credit/6 contact hours)
Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

CIST 2441 back to top
Network Home/Sm Business
(4 credit/6 contact hours)
This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.

CIST 2451 back to top
Cisco Introduction to Networks
(4 credit/6 contact hours)
This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

CIST 2452 back to top

Routing / Switching Essentials
(4 credit/6 contact hours)
The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

CIST 2453 back to top
Cisco Scaling Networks
(4 credit/6 contact hours)
The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

CIST 2454 back to top
Connecting Networks
(4 credit/6 contact hours)
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

CIST 2471 back to top
Implementing IP Routing
(4 credit/6 contact hours)
Teaches students how to implement, monitor, and maintain routing services in an enterprise network. The course covers how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4/IPv6 environments. The course includes configuration of secure routing solutions. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2472 back to top
Implementing IP Switching
(4 credit/6 contact hours)
Teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. The course covers how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2473 back to top
Maintaining/Tlbshooting IP Net
(4 credit/6 contact hours)
Teaches students how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance as well as support and troubleshooting using technology-based process and best practices based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

CIST 2510 back to top
Web Technologies
(3 credit/4 contact hours)
In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

CIST 2531 back to top
Web Graphics II
(3 credit/4 contact hours)
Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

CIST 2541 back to top
Web Animation II
(3 credit/4 contact hours)
In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

CIST 2550 back to top
Web Development II
(3 credit/4 contact hours)
Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

CIST 2560 back to top
Web Application Programming
(4 credit/6 contact hours)
CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

CIST 2570 back to top
Open Source Web App Prog I
(4 credit/6 contact hours)
CIST 2570 explores open source W3C programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

CIST 2601 back to top
Implenting Op System Security
(4 credit/6 contact hours)
This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

CIST 2602 back to top
Network Security
(4 credit/6 contact hours)
This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

CIST 2611 back to top
Network Defense
(4 credit/6 contact hours)
Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

CIST 2612 back to top
Computer Forensics
(4 credit/6 contact hours)
This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

CIST 2710 back to top
2D Computer Animation
(3 credit/4 contact hours)
This course covers the fundamental ideas and principles of 2-dimensional form and animation. Emphasis on basic design concepts, pictorial composition, color theory, vocabulary, media and processes that allow for the creation of 2D animations that are specifically Web ready. Topics covered include (but are not limited to) principles and techniques of motion graphics, graphic files types, frame-by frame animation, tweened animation and if the software used permits, combining a scripting language with animation.

CIST 2730 back to top
Intro to 3D Animation
(4 credit/6 contact hours)
This course is an introduction to the creation and manipulation of 3D objects. Topics include 3D types and tools, 3D objects, and inverse kinematics.

CIST 2733 back to top
3D Graphics for Gaming I
(4 credit/6 contact hours)
This course covers the creation and manipulation of 3D objects and animations in an actual 3D game engine using the latest in industry standard or open source software. Topics covered include graphic types, organizational methods, drawing tools, object modeling, character rigging, bones, nurb manipulation and normal mapping.

CIST 2921 back to top
IT Analysis & Design
(4 credit/7 contact hours)
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 database.

CIST 2950 back to top
Web Systems Projects
(3 credit/5 contact hours)
CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

CIST 2991 back to top

CIST Internship I
(3 credit/9 contact hours)
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. To attain additional internship credit hours, the student can take CIST2992 (4 credit hours) and/or CIST2993 (5 credit hours).

CLBT 1010 back to top
Intro Clinical Lab Technology
(2 credit/4 contact hours)
Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include: professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

CLBT 1030 back to top
Urinalysis/Body Fluids
(2 credit/4 contact hours)
Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

CLBT 1040 back to top
Hematology/Coagulation
(5 credit/9 contact hours)
Introduces the fundamental formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, related lab math, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dycrasias, safety and quality control, and process improvement.

CLBT 1050 back to top
Serology/Immunology
(3 credit/5 contact hours)
Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, related lab math, common serological techniques, safety and quality control, and process improvement.

CLBT 1060 back to top
Immunohemotology
(4 credit/8 contact hours)
Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

CLBT 1070 back to top
Clinical Chemistry
(4 credit/8 contact hours)
Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

CLBT 1080 back to top
Microbiology
(5 credit/10 contact hours)
Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

CLBT 2090 back to top
Phleb/Urinaly/Serology Practic
(3 credit/9 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2100 back to top
Clinical Immunohematology Prac
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen processing; slide and tube

immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2110 back to top
Clin Hema/Coagulation Practic
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2120 back to top
Clinical Microbio Practicum
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2130 back to top
Clinical Chemistry Practicum
(4 credit/12 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immuno chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2200 back to top
CLT Certification Review
(2 credit/4 contact hours)
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.

COFC 1080 back to top
Construction Trades Core
(4 credit/5 contact hours)
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.

COMP 1000 back to top
Intro to Computer Literacy
(3 credit/4.332 contact hours)
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.

COSM 1000 back to top
Intro to Cosmetology Theory
(4 credit/4 contact hours)
Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

COSM 1010 back to top
Chemical Texture Services
(3 credit/6 contact hours)
Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

COSM 1020 back to top
Hair Care & Treatment
(3 credit/5 contact hours)
Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 back to top
Haircutting
(3 credit/7 contact hours)
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 back to top
Styling
(3 credit/6 contact hours)
Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 back to top
Hair Color
(3 credit/6 contact hours)
Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

COSM 1060 back to top
Fundamentals of Skin Care
(3 credit/7 contact hours)
This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070 back to top
Nail Care & Adv. Techniques
(3 credit/7 contact hours)
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 back to top
Physical Hair Svcs Practicum
(3 credit/7 contact hours)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 back to top
Hair Services Practicum I
(3 credit/7 contact hours)
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 back to top
Hair Services Practicum II
(3 credit/7 contact hours)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 back to top
Hair Services Practicum III

(3 credit/7 contact hours)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 back to top
Hair Services Practicum IV
(2 credit/6 contact hours)
N/A

COSM 1120 back to top
Salon Management
(3 credit/3 contact hours)
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 back to top
Skin & Nail Care Practicum
(2 credit/6 contact hours)
N/A

CRJU 1010 back to top
Intro to Criminal Justice
(3 credit/3 contact hours)
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 1021 back to top
Private Security
(3 credit/3 contact hours)
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

CRJU 1030 back to top
Corrections
(3 credit/3 contact hours)
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040 back to top
Principles of Law Enforcement
(3 credit/3 contact hours)
This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJU 1050 back to top
Police Patrol Operations
(3 credit/3 contact hours)
This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

CRJU 1052 back to top
Criminal Justice Admin
(3 credit/3 contact hours)
This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1054 back to top
Police Officer Survival
(3 credit/3 contact hours)
This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

CRJU 1056 back to top
Police Traffic Cont/Investig

(3 credit/3 contact hours)
This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJU 1062 back to top
Methods/Criminal Investigation
(3 credit/3 contact hours)
This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1065 back to top
Community-Oriented Policing
(3 credit/3 contact hours)
Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

CRJU 1068 back to top
Criminal Law/Criminal Justice
(3 credit/3 contact hours)
This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1074 back to top
Applications/Intro Forensics
(3 credit/3 contact hours)
This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

CRJU 1075 back to top
Report Writing
(3 credit/3 contact hours)
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 back to top
Ethics/Cultural Criminal Justi
(3 credit/3 contact hours)
This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJU 2020 back to top
Constitutional Law for CRJU
(3 credit/3 contact hours)
This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 back to top
Intro to Criminal Procedures
(3 credit/3 contact hours)
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2060 back to top
Criminology
(3 credit/3 contact hours)

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

CRJU 2070 back to top
Juvenile Justice
(3 credit/3 contact hours)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJU 2090 back to top
Criminal Justice Practicum
(3 credit/9 contact hours)
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2201 back to top
Criminal Courts
(3 credit/3 contact hours)
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.

CSSP 1020 back to top
CNTRL STERILE SUP PROC PRAC I
(6 credit/18 contact hours)
This course complements CSSP 1010 Central Sterile Supply Processing Technican, and together with CSSP 1022 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CSSP 1022 back to top
CNTRL STERILE SUP PROC PRAC II
(5 credit/15 contact hours)
This course complements CSSP 1010 Central Sterile Supply Processing Technican, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CTDL 1010 back to top
Fund of Commercial Driving
(3 credit/3 contact hours)
Fundamentals of Commercial Driving introduces students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020 back to top
Combo Veh Basic Ops/Range Work
(2 credit/3.066 contact hours)
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.

CTDL 1030 back to top
Combo Veh Advanced Operations
(4 credit/7.333 contact hours)
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 trailer safely on public roads through a variety of maneuvers.

CTDL 1040 back to top
Commercial Driving Internship
(4 credit/12 contact hours)
Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students' driving skills. Each studunt must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.

CUUL 1000 back to top
Fundamentals of Culinary Arts
(4 credit/5 contact hours)
Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit de corps. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service

organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 back to top
Culinary Safety & Sanitation
(2 credit/3 contact hours)
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 back to top
Principles of Cooking
(6 credit/12 contact hours)
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.

CUUL 1122 back to top
Foundations of Cooking Princip
(3 credit/6 contact hours)
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.

CUUL 1124 back to top
Foundations of Cooking Techniq
(3 credit/6 contact hours)
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 and student experimentation parallel class work. Course Capstone is based on The American Culinary Federations Certification: Certified Culinarian written and practical exams.

CUUL 1129 back to top
Fund. of Restaurant Operations
(4 credit/7 contact hours)
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.

CUUL 1170 back to top
Intro. to Culinary Nutrition
(3 credit/3 contact hours)
This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.

CUUL 1220 back to top
Baking Principles
(5 credit/9 contact hours)
Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; and preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1320 back to top
Garde Manger
(4 credit/9 contact hours)
Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats

and terrines. Laboratory practice parallels class work.

CUUL 1370 back to top
Culinary Nutrition/Menu Devt
(3 credit/6 contact hours)
This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUUL 1420 back to top
Marketing & Customer Service
(3 credit/3 contact hours)
This course focuses on skills necessary to promote sales and incorporate strategies to meet customer needs.

CUUL 2130 back to top
Culinary Practicum
(6 credit/16 contact hours)
This course familiarizes students with the principles and methods of sound decision making in the hospitality industry and provides them with the opportunity to gain management/supervisory experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include restaurant management/on-off premise, catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

CUUL 2140 back to top
Adv. Baking/Intl. Cuisine
(6 credit/12 contact hours)
This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery, and nutrition. Laboratory practice parallels class work. ***Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

CUUL 2160 back to top
Contemporary Cuisine
(4 credit/9 contact hours)
This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

CUUL 2170 back to top
American Regional Cuisine
(3 credit/6 contact hours)
This course emphasizes the terms, concepts, and methods central to American Cuisine food preparation. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen aromatics, regional cooking principles and history, and methods of American regional food preparation. Laboratory demonstrations and student experimentation parallel class work

CUUL 2190 back to top
Prin. of Culinary Leadership
(3 credit/3 contact hours)
Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in 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 leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

CUUL 2250 back to top
Adv. Baking Principles
(6 credit/12 contact hours)
Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include: Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels class work.

DENA 1010 back to top
Basic Human Biology
(1 credit/1 contact hours)
Focuses on basic normal structure and function of the human body with an emphasis on organ systems.

Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

DENA 1030 back to top
Preventive Dentistry
(2 credit/3 contact hours)
Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

DENA 1050 back to top
Microbiology Infection Control
(3 credit/4 contact hours)
Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; bodys defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DENA 1070 back to top
Oral Pathology/Therapeutics
(2 credit/2 contact hours)
Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications.

DENA 1080 back to top
Dental Anatomy
(5 credit/5 contact hours)
Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.

DENA 1090 back to top
Dental Assisting NBE Prep
(1 credit/1 contact hours)
Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.

DENA 1340 back to top
D A I - General Chairside
(6 credit/9 contact hours)
Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

DENA 1350 back to top
D A II-Dental Spec/EFDA Skills
(7 credit/10 contact hours)
Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.

DENA 1390 back to top
Dental Radiology
(4 credit/5 contact hours)
After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

DENA 1400 back to top
Dental Practice Mgmt
(2 credit/3 contact hours)
Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

DENA 1460 back to top
Dental Practicum I
(1 credit/3 contact hours)
Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

DENA 1470 back to top
Dental Practicum II
(1 credit/3 contact hours)
Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

DENA 1480 back to top
Dental Practicum III
(5 credit/15 contact hours)
Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.

DFTG 1015 back to top
Practical Math/Drafting Tech
(3 credit/3 contact hours)
This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101 back to top
CAD Fundamentals
(4 credit/6 contact hours)
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 back to top
Multiview/Basic Dimensioning
(4 credit/6 contact hours)
Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 back to top
3D Mechanical Drawing
(4 credit/6 contact hours)
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 back to top
Adv. Dimensioning/Sect. Views
(4 credit/6 contact hours)
Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109 back to top
Auxiliary Views/Surface Dev.
(4 credit/6 contact hours)
Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111 back to top
Fasteners
(4 credit/6 contact hours)
This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113 back to top
Assembly Drawings
(4 credit/6 contact hours)
Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125 back to top
Architectural Fundamentals
(4 credit/6 contact hours)
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127 back to top
Architectural 3D Modeling
(4 credit/6 contact hours)
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to

create 3D models and presentation/constructions drawings.

DFTG 1129 back to top
Residential Drawing I
(4 credit/6 contact hours)
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1131 back to top
Residential Drawing II
(4 credit/6 contact hours)
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1133 back to top
Commercial Drawing I
(4 credit/6 contact hours)
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

DFTG 2010 back to top
Engineering Graphics
(4 credit/6 contact hours)
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

DFTG 2020 back to top
Visualization & Graphics
(3 credit/7 contact hours)
This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

DFTG 2030 back to top
Adv 3D Modeling Architectural
(4 credit/7 contact hours)
In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

DFTG 2040 back to top
Adv. 3D Modeling Mechanical
(4 credit/7 contact hours)
In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multibody parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2110 back to top
Print Reading I
(2 credit/3 contact hours)
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2120 back to top
Print Rdg/Architechture
(3 credit/3 contact hours)
This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

DFTG 2130 back to top
Manual Drafting Fundamentals
(2 credit/3 contact hours)
This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.

DFTG 2210 back to top
Print Reading II
(2 credit/3 contact hours)
This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

DFTG 2300 back to top

Drafting Pract/Internship III
(3 credit/9 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2400 back to top
Drafting Pract/Internship IV
(4 credit/12 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2500 back to top
Drafting Exit Review
(3 credit/9 contact hours)
Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

DFTG 2600 back to top
Drafting Pract/Internship VI
(6 credit/18 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DHYG 1000 back to top
Tooth Anatomy/Root Morphology
(2 credit/2 contact hours)
Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

DHYG 1010 back to top
Oral Embryology/Histology
(1 credit/1 contact hours)
Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

DHYG 1020 back to top
Head & Neck Anatomy
(2 credit/2 contact hours)
Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

DHYG 1030 back to top
Dental Materials
(2 credit/3 contact hours)
Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student*s ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

DHYG 1040 back to top
Preclinical Dental Hygiene
(2 credit/2 contact hours)
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

DHYG 1050 back to top
Preclinical Dental Hygiene Lab
(2 credit/6 contact hours)
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

DHYG 1070 back to top
Radiology Lecture
(2 credit/2 contact hours)
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

DHYG 1090 back to top
Radiology Lab
(1 credit/3 contact hours)
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

DHYG 1110 back to top
Clinical Dental Hygiene I
(2 credit/2 contact hours)
Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

DHYG 1111 back to top
Clinical Dental Hygiene I Lab
(3 credit/9 contact hours)
Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

DHYG 1130 back to top
Microbio Infection Control
(3 credit/4 contact hours)
Provides students with a foundation in basic microbiology, with emphasis on microbial form and function. Topics include: introduction to microorganisms; microbial physiology, metabolism and genetics; control of microorganisms; infection and host response; and microbial, viral, and parasitic diseases of human organ systems.

DHYG 1206 back to top
Pharmacology & Pain Control
(3 credit/3 contact hours)
Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and pain control.

DHYG 2010 back to top
Clinical Dental Hygiene II
(2 credit/2 contact hours)
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants, scaling, debridement and root planing; ultrasonics and air polishing and dietary analysis.

DHYG 2020 back to top
Clinical Dental Hygiene II Lab
(2 credit/6 contact hours)
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planing; ultrasonics and air polishing; dietary analysis, and applied techniques.

DHYG 2050 back to top
Oral Pathology
(3 credit/3 contact hours)
Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include: terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

DHYG 2070 back to top
Community Dental Health
(3 credit/5 contact hours)
Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community, by meeting specific dental health needs of community groups. Topics include: epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

DHYG 2080 back to top
Clinical Dental Hygiene III
(2 credit/2 contact hours)
Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

DHYG 2090 back to top
Clinical Dental Hyg III Lab
(4 credit/12 contact hours)
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

DHYG 2105 back to top
Nutrition
(1 credit/1 contact hours)
Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHYG 2110 back to top
Biochemistry Nutrition
(3 credit/3 contact hours)
Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHYG 2130 back to top
Clinical Hygiene IV Lecture
(2 credit/2 contact hours)
Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

DHYG 2140 back to top
Clinical Dental Hygiene IV Lab
(4 credit/12 contact hours)
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

DHYG 2200 back to top
Periodontology
(3 credit/3 contact hours)
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.

DIET 1000 back to top
Intro-Diesel Tech Tools Safety
(3 credit/5.2 contact hours)
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 back to top
Diesel Electrical, Elec Syst
(7 credit/13.933 contact hours)
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.

DIET 1011 back to top
Diesel Electrical, Elec Syst I
(4 credit/7.6 contact hours)
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.

DIET 1012 back to top
Diesel Electrical, Elec Sys II
(3 credit/6.2 contact hours)
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.

DIET 1020 back to top
Preventive Maintenance
(5 credit/8 contact hours)
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.

DIET 1030 back to top
Diesel Engines
(6 credit/13 contact hours)
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.

DIET 1031 back to top
Diesel Engine Repair
(3 credit/6.2 contact hours)
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.

DIET 1032 back to top
Diesel Engine Support Systems
(3 credit/6.666 contact hours)
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 back to top
Diesel Truck, Heavy Equip HVAC
(3 credit/5.933 contact hours)
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.

DIET 2000 back to top
Truck Steering Suspension Syst
(4 credit/6.733 contact hours)
This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

DIET 2001 back to top
Heavy Equipment Hydraulics
(6 credit/11.133 contact hours)
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 2002 back to top
Diesel Power Gen-Basic Fund
(6 credit/12.2 contact hours)
This course introduces AC voltage concepts, AC sychronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

DIET 2003 back to top
Marine Auxiliary Systems
(6 credit/10.4 contact hours)
This course introduces mechanical and electrical systems on diesel powered pleasure and commercial vessels. The course will also cover marine engine installation, fuel and water systems, and other specialized marine systems installation and design.

DIET 2010 back to top
Truck Brake Systems
(4 credit/8.467 contact hours)
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.

DIET 2011 back to top
Off Road Drivelines
(6 credit/10.8 contact hours)
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.

DIET 2012 back to top
Diesel Power Gen Ctrls, Switch
(6 credit/12.267 contact hours)
This course introduces control systems and protection devices utilized for electrical power generators.

Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventiliation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

DIET 2013 back to top
Marine Drive Systems
(6 credit/10.467 contact hours)
This course will cover the operation, maintenance and repair of marine transmissions, electric drives, thruster systems, and other shipboard gearing units such as winches and stern drives.

DIET 2020 back to top
Truck Drive Trains
(4 credit/6.6 contact hours)
This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

DIET 2140 back to top
Intro to Mobile Temp Ctrl
(3 credit/3 contact hours)
This course introduces the basic fundamentals of mobile refrigeration, installation procedures, and service and repair of mobile temperature control units.

DIET 2141 back to top
Transport Temp Ctrl Cert
(3 credit/3 contact hours)
Introduces the service technician certification process and the features and benefits of certification.

DIET 2145 back to top
Refrig Transport Unit & Compon
(4 credit/6 contact hours)
This course introduces advanced installation, service, and repair procedures of transportation refrigeration systems.

DIET 2146 back to top
Refrig Unit Drive & Ctrls
(4 credit/6 contact hours)
This course introduces advanced installation, service, and repair procedures, for refrigeration unit drives and controls.

DMPT 1000 back to top
Introduction to Design
(4 credit/6 contact hours)
Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography

DMPT 1005 back to top
Vector Graphics
(4 credit/6 contact hours)
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 back to top
Raster Imaging
(4 credit/6 contact hours)
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 1015 back to top
Drawing
(4 credit/6 contact hours)
Introduces beginning student to basic drawing techniques. Student will complete drawings using various techniques and media.

DMPT 1020 back to top
Intro to Photography
(4 credit/6 contact hours)
Introduces student to an overview of photography. Students will be introduced to parts of a camera, photography processes and lighting setup, and will complete various projects using a camera.

DMPT 1025 back to top
Production Photography
(4 credit/6 contact hours)
Introduces student to an overview of photography. Students will be introduced to parts of a camera, photography processes and lighting setup, and will complete various projects using a camera.

DMPT 1055 back to top
Intro to Media Production
(4 credit/6 contact hours)
Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software.

DMPT 2100 back to top
Identity Design
(4 credit/6 contact hours)
This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.

DMPT 2105 back to top
Page Layout
(4 credit/6 contact hours)
This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.

DMPT 2110 back to top
Publication Design
(4 credit/6 contact hours)
Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

DMPT 2115 back to top
Adv Promotional Design
(4 credit/6 contact hours)
Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

DMPT 2120 back to top
Prepress and Output
(4 credit/6 contact hours)
This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.

DMPT 2125 back to top
Advanced Raster Imaging
(4 credit/6 contact hours)
The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.

DMPT 2130 back to top
Advanced Vector Graphics
(4 credit/6 contact hours)
Students will learn how to use advance vector imagery techniques for communicating creative concepts in different media fields. They will study a variety of digital illustration styles and begin to develop a personal style of their own.

DMPT 2200 back to top
Intro to Printing Industry
(4 credit/6 contact hours)
Introduces beginning student to overview and fundamentals of the printing industry. Topics include: safety, industry overview, printers math and measurement, overview of materials and supplies, printing operations and bindery and finishing.

DMPT 2205 back to top
Basic Printing Operations
(4 credit/6 contact hours)
Introduces student to basics of printing operations including safety, image carriers, materials and supplies. Student will begin to use press, bindery and finishing equipment.

DMPT 2210 back to top
Int. Printing/Finishing Oper.
(4 credit/6 contact hours)
Emphasizes the intermediate printing and finishing operations including safety, printing operations, troubleshooting and quality control, along with inspection and maintenance procedures.

DMPT 2215 back to top
Adv. Printing/Post Production
(4 credit/6 contact hours)
Emphasizes advanced printing and post-production operations including safety, multi-pass production, production workflow and post-production.

DMPT 2300 back to top
Foundations of Interface Desig
(4 credit/6 contact hours)
This course lays the foundation for an in-depth study of web Interface design. Students will be exposed to the basics of information architecture, usability studies, and basic web graphic element creation. These studies will be used as a basis to develop comprehensive web layout and navigation systems. Topics include: thumbnails, sitemaps, common usability problems, page mock-ups, style sheets, and

incorporating external media files.

DMPT 2600 back to top
Basic Video Editing
(4 credit/6 contact hours)
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 2900 back to top
Practicum/Internship I
(3 credit/9 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2905 back to top
Practicum/Internship II
(4 credit/12 contact hours)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2930 back to top
Exit Review
(4 credit/12 contact hours)
Emphasis is placed on student's production of portforlio-quality pieces. Focuses on the preparation for entry into the job market.

ECCE 1101 back to top
Intro to Early Childhood Care
(3 credit/3 contact hours)
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 back to top
Child Growth & Development
(3 credit/3 contact hours)
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 back to top
Health Safety & Nutrition
(3 credit/4 contact hours)
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 back to top
Curriculum & Assessment
(3 credit/4 contact hours)
Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 back to top
Creative Activities Children
(3 credit/4 contact hours)
Introduces the concepts related to creativity in art,music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 back to top
Early ECCE Practicum
(3 credit/7 contact hours)
Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 1125 back to top
Prof. CDA Certification Prep
(2 credit/2 contact hours)
Provides training in professionalism through Child Development Associate Credentialing Certificate preparation in the following areas: applying for the Child Development Associate Credential through Direct Assessment, professional resource file development, and strategies to establish positive and productive relationships with families.

ECCE 2115 back to top
Language & Literacy
(3 credit/4 contact hours)
Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 back to top
Math & Science
(3 credit/4 contact hours)
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201 back to top
Exceptionalities
(3 credit/3 contact hours)
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202 back to top
Social Issues/Family Involve
(3 credit/3 contact hours)
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 back to top
Guidance/Classroom Mgmt
(3 credit/3 contact hours)
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 2240 back to top
ECCE Internship
(12 credit/36 contact hours)
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2245 back to top
ECCE Internship I
(6 credit/18 contact hours)
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.

ECCE 2246 back to top
ECCE Internship II
(6 credit/18 contact hours)
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.

ECCE 2310 back to top
Parapro Methods/Materials
(3 credit/3 contact hours)
Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312 back to top
Parapro Role & Practice
(3 credit/3 contact hours)
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

ECCE 2320 back to top
Prog Admin/Facility Mgmt
(3 credit/3 contact hours)
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 back to top
Personnel Management
(3 credit/3 contact hours)
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 back to top
Infant/Toddler Development
(3 credit/3 contact hours)
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 back to top
Infant/Toddler Group Care
(3 credit/3 contact hours)
Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECET 1101 back to top
Circuit Analysis I
(4 credit/6 contact hours)
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 dependant sources and 2-port parameters. Laboratory work parallels class work.

ECET 1110 back to top
Digital Systems I
(4 credit/6 contact hours)
Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

ECET 2101 back to top
Circuit Analysis II
(4 credit/6 contact hours)
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2110 back to top
Digital Systems II
(4 credit/6 contact hours)

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 miroprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

ECET 2120 back to top
Electronic Circuits I
(4 credit/6 contact hours)
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.

ECON 1101 back to top
Principles of Economics
(3 credit/3 contact hours)
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective

ECON 2105 back to top
Macroeconomics
(3 credit/3 contact hours)
Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 back to top
Microeconomics
(3 credit/3 contact hours)
Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

ELCR 1003 back to top
Intro Elect/Electronic Theory
(3 credit/3 contact hours)
This course investigates the fundamental principles of electricity and provides an overview of fundamental electronics theory with an emphasis on practical applications. Topics include: basic electrical/electronics terminology; electromagnetic theory; direct and alternating currents; resistor, transistor, semiconductor and integrated circuit applications; and safety practices and procedures.

ELCR 1005 back to top
Soldering Technology
(1 credit/2 contact hours)
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 back to top
Direct Current Circuits
(6 credit/7 contact hours)
This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, and DC theorems.

ELCR 1020 back to top
Alternating Current Circuits
(7 credit/9 contact hours)
This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030 back to top
Solid State Devices
(5 credit/6 contact hours)
This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 back to top
Digital/Microprocessor Fund
(5 credit/7 contact hours)
This course is designed to provide sufficient coverage of digital electronics and microprocessor

fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 back to top
Linear Integrated Circuits
(3 credit/4 contact hours)
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1280 back to top
Intro to Embedded Systems
(3 credit/4 contact hours)
This course is designed to provide introduction coverage of 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 uses of embedded systems. Topics include basic microcontroller, introduction to embedded system software, programming tools, sensors, actuators, basic control system, and embedded systems applications.

ELCR 1300 back to top
Mobile Audio/Video System
(3 credit/4 contact hours)
Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

ELCR 2110 back to top
Process Control
(3 credit/5 contact hours)
Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

ELCR 2120 back to top
Motor Controls
(3 credit/5 contact hours)
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

ELCR 2130 back to top
Programmable Controllers
(3 credit/5 contact hours)
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELCR 2140 back to top
Mechanical Devices
(2 credit/3 contact hours)
Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELCR 2150 back to top
Fluid Power
(2 credit/3 contact hours)
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELCR 2160 back to top
Adv Microprocessors/Robotics
(3 credit/4 contact hours)
This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

ELCR 2170 back to top
Computer Hardware
(5 credit/5 contact hours)
Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

ELCR 2180 back to top
Operating Systems Technology
(4 credit/6 contact hours)
Provides an introduction to the fundamentals of Command Line Prompt, Windows 9x, Windows 2000, and future operating systems. Topics include operating system fundamentals; installing, configuration, and upgrading; diagnosing and troubleshooting; and networks.

ELCR 2190 back to top
Networking I
(3 credit/4 contact hours)
Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

ELCR 2290 back to top
Security Systems
(3 credit/4 contact hours)
Provides an in-depth study of electronic devices designed to detect environmental changes that indicate a threat to property security. Topics include: sensor theory, low-voltage license regulations, system components, and system installation and service.

ELCR 2600 back to top
Telecommunication/Data Cabling
(3 credit/4 contact hours)
Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

ELCR 2620 back to top
Telc/Instal Prog&Data Trans
(4 credit/6 contact hours)
This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

ELCR 2650 back to top
Home Automation Systems
(5 credit/7 contact hours)
Provides the student with a basic knowledge of all the major home automation technologies and develops the necessary skills to install and configure these technologies so that they function as a unified system.

ELCR 2660 back to top
Security System Install/Test
(4 credit/6 contact hours)
This course is designed to give students a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing and troubleshooting to assess the preparedness of the student in the security system installation and service industry.

ELCR 2680 back to top
Access Control/CCTV Install
(2 credit/4 contact hours)
The Access Control and CCTV Installation course is designed to give students a working knowledge of access control and CCTV systems applications and theory. Students will be able to identify the system components of the respective systems. The access control segment of the course utilizes hands-on training in component identification and installation including, but is not limited to processors, key pads, card swipes, biometric devices, and security devices related to the control of the pathways. The CCTV segment of the course utilizes hands-on training in component identification and installation including, but is not limited to cabling, power supplies, video cameras, VCRs, storage devices, and monitors.

ELCR 2690 back to top
Prep Low Volt Licensure
(3 credit/3 contact hours)
This course is designed to give students a working knowledge of responsibilities of the low voltage contractor in the State of Georgia. The materials are specifically targeted at obtaining a low voltage license and are delivered in a lecture environment. Students will utilize the reference materials allowed at the time of testing and are expected to locate the specific information in a timely manner. Some knowledge of telecommunications and/or other low voltage systems standards and installation practices is required.

ELCR 2700 back to top
HTI+ Cert. Preparation
(3 credit/3 contact hours)
Prepares the student for taking the CompTIA HTI+ examination by reviewing the Residential Systems and Systems Infrastructure and Integration Objectives. Topics include Residential Systems and Systems Infrastructure and Integration.

ELTR 1010 back to top
Direct Current Fundamentals
(3 credit/4 contact hours)
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.

ELTR 1020 back to top
Alternating Current Fundamenta
(3 credit/4 contact hours)
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 1060 back to top
Elect Prints Schematics Sys
(2 credit/3 contact hours)
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 1080 back to top
Commercial Wiring I
(5 credit/6 contact hours)
This course introduces commercial wiring practices and procedures. Topics include industrial safety procedures, the National Electrical Code, and commercial load calculations.

ELTR 1090 back to top
Commercial Wiring II
(3 credit/4 contact hours)
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 1180 back to top
Electrical Controls
(4 credit/6 contact hours)
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 back to top
Residential Wiring I
(3 credit/4 contact hours)
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 back to top
Residential Wiring II
(3 credit/4 contact hours)
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 back to top
Industrial PLCs
(4 credit/6 contact hours)
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

ELTR 1250 back to top
Diagnostic Troubleshooting
(2 credit/4 contact hours)
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 back to top
Transformers
(3 credit/4 contact hours)
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 back to top
NEC Industrial Applications
(4 credit/6 contact hours)
Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less) and safety precautions.

ELTR 1500 back to top

El Sys Tech Intern/Practicum
(3 credit/9 contact hours)
This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

ELTR 1510 back to top
Electrical Worker
(3 credit/5 contact hours)
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 smirches.

ELTR 1520 back to top
Grounding & Bonding
(2 credit/3 contact hours)
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 back to top
Photovoltaic Systems
(5 credit/7 contact hours)
This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 back to top
Conduit Sizing
(2 credit/3 contact hours)
Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

ELTR 1540 back to top
Wire Pulling & Codes
(3 credit/6 contact hours)
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.

ELUT 1101 back to top
Intro Electrical Utility Ind
(3 credit/4 contact hours)
This course will provide students with an overview of the electric power utility industry and occupational opportunities. Topics include the introduction and orientation to the electric utility industry, history of the industry, electric utility regulation and its scope, regulatory agencies and codes, general safety, electrical systems overview, electrical power generation, electrical transmission, electrical distribution, and electric utility career opportunities.

ELUT 1102 back to top
Fund. Power Alt Current
(5 credit/6 contact hours)
This course is designed to continue the development of AC concepts. Topics include reactive components, simple RLC circuits, AC circuit resonance, AC power, energy calculation, and power measurement.

ELUT 1103 back to top
Network Communications
(4 credit/6 contact hours)
This course introduces networking technologies, tools and construction techniques, industry standards, and troubleshooting and repair procedures for fiber optic systems. Topics include basic knowledge of networking technology, layers, TCP/IP fundamentals, network installation, installation tools, techniques, and safety, fiber optic systems, remote connectivity, testing and troubleshooting, and security

ELUT 1104 back to top
Electrical Substations
(5 credit/6 contact hours)
This course provides the student with the knowledge and skills to safely work in and around an electrical substation. Topics include an overview to the substation, substation equipment, wiring practices, safety, maintenance, substation operation, substation construction, and grounding.

ELUT 1105 back to top
Intro Distrib. Engineering
(5 credit/6 contact hours)
This course provides students with the basic knowledge, skills, and technical background in the construction, equipment, practices and procedures, design and layout, and common problems in electrical distribution engineering. Topics include an overview of the electric utility system, safety issues unique to the electrical utility industry, overview of OH and UD equipment, operation of the electric distribution system, and designing the electric distribution system.

ELUT 1106 back to top
Introduction to Metering
(3 credit/4 contact hours)

This course introduces electric metering fundamentals with a focus on self-contained meter applications. Topics include electric meter fundamentals, types of meters, self-contained meter selection and installation, transformer-rated meters, and ampacity ratings.

ELUT 1107 back to top
Power Plants
(5 credit/6.4 contact hours)
This course provides participants with an overview of the different systems involved in the production of electricity at a fossil generating station. Topics include an introduction to the power plant, coal handling systems, air flow systems, waste disposal systems, generators, turbines, feedwater systems, boilers, and circulating cooling water systems.

ELUT 1211 back to top
Electrical Line Worker
(16 credit/28 contact hours)
Provides a comprehensive summary of lineworker requirements. Physical and mechancal ability requirements will be presented and tests given. Topics include electrical and workplace safety, preferred work ethics, team building, basic tools, resume writing, principles of electricity, conductors, insulators, voltage current, power, distribution blueprints, use of equipment, hydraulics, and pneumatics.

ELUT 1212 back to top
Adv. Metering Technology
(4 credit/5 contact hours)
Introduces the physical characteristics and application of advanced metering systems. Topics include instrument transformer theory and applications, sizing instrument transformers, wiring transformers, rated meter installations, electronic meter functionality, and remote communications.

ELUT 1213 back to top
SCADA/Digital
(3 credit/4 contact hours)
Provides participants with an understanding of the fundamentals of a supervisory control and data acquisition system, master station, and field devices typically used in power utilities. Topics include overview of SCADA, field devices, master station basics, features, control center operation, procedures and layout, communications methods and protocols, advanced applications, and GIS mapping interface.

ELUT 1214 back to top
Electrical Transmission
(2 credit/4 contact hours)
Provides a general overview of how the transmission system works. Topics include transmission line overview, plans and profiles, right of ways, environmental concerns, structures, conductors, line shielding and grounding, clearances and disable or line reclosing, switching, operation, and maintenance.

ELUT 1270 back to top
Electric Utility Internship
(9 credit/27 contact hours)
Introduces and reinforces the application of electric utility procedures in an actual job setting under direct supervision of electric utility personnel. Students are acquainted with occupational responsibilities through realistic work situations on the job to include topics on problem solving, adaptability to job setting, use of appropriate interpersonal skills, interpretation of work authorizations, participation in or observation of electrical utility procedures, work place development, work place ethics, code of conduct, and utility safety procedures.

EMPL 1000 back to top
Interpers Relations/Prof Dev
(2 credit/2 contact hours)
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.

EMSP 1110 back to top
Intro EMT Profession
(3 credit/4 contact hours)
This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

EMSP 1120 back to top
EMT Assessment/Airway Mgmt
(3 credit/4 contact hours)
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration;

and Emergency Medications.

EMSP 1130 back to top
Medical Emergencies/EMT
(3 credit/4 contact hours)
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

EMSP 1140 back to top
Special Patient Populations
(3 credit/4 contact hours)
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

EMSP 1150 back to top
Shock/Trauma for EMT
(3 credit/4 contact hours)
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

EMSP 1160 back to top
Clinical/Practical Apps/EMT
(1 credit/3 contact hours)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

EMSP 1510 back to top
Advanced Concepts/AEMT
(3 credit/4 contact hours)
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520 back to top
Advanced Patient Care/AEMT
(3 credit/4 contact hours)
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 1530 back to top
Clinical Applications/AEMT
(1 credit/2 contact hours)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

EMSP 1540 back to top
Clinical/Practical Apps/AEMT
(3 credit/6 contact hours)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

EMSP 2110 back to top
Foundations of Paramedicine
(3 credit/4 contact hours)
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness;

Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMSP 2120 back to top
Apps of Pathophysiology
(3 credit/3 contact hours)
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

EMSP 2130 back to top
Adv. Resuscitative Skills
(3 credit/4 contact hours)
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

EMSP 2140 back to top
Adv Cardiovascular Concepts
(4 credit/5 contact hours)
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

EMSP 2310 back to top
Therapeutic Mods/Cardio Care
(3 credit/4 contact hours)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

EMSP 2320 back to top
Therapeutic Mods/Med Care
(5 credit/6 contact hours)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330 back to top
Therapeutic Mods/Trauma
(4 credit/5 contact hours)
This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

EMSP 2340 back to top
Therapeutic Mods/SPOPS
(4 credit/5 contact hours)
This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 back to top
Clinical Apps/Paramedic I
(2 credit/6 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2520 back to top
Clinical Apps/Paramedic II
(2 credit/6 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also

includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2530 back to top
Clinical Apps/Paramedic III
(2 credit/6 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2540 back to top
Clinical Apps/Paramedic IV
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2550 back to top
Clinical Apps/Paramedic V
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2560 back to top
Clinical Apps/Paramedic VI
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2570 back to top
Clinical Apps/Paramedic VII
(1 credit/3 contact hours)
This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2710 back to top
Field Internship/Paramedic
(2 credit/6 contact hours)
Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

EMSP 2720 back to top
Practical Apps Paramedic
(3 credit/4 contact hours)
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

EMYT 1124 back to top
Principles of EMYT
(3 credit/3 contact hours)
Principles of Emergency Management is intended to provide information that will enable persons entering the emergency management profession or expanding their roles to work with emergency management issues. The primary purpose of this course is to provide an overview of the characteristics, functions, and resources of an integrated system and how various emergency management services work together in a system of resources and capabilities. Emphasis is placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. Specific topics covered include emergency management roles and responsibilities; the all-hazard emergency management process; and the social, political and economic implications of a disaster.

EMYT 1125 back to top
Exercise Design & Evaluation
(3 credit/3 contact hours)
Exercise Design and Evaluation provides information for local government officials, emergency managers, volunteers and other emergency service personnel who are responsible to prepare for, respond to, or recover from disasters. It is intended to provide participants with the knowledge and skills to develop and conduct disaster exercises that will test a communitys emergency operations plan and operational response capability. To this end, the course provides hands-on training in the design, conduct and evaluation of exercises so that participants will be able to develop and implement a comprehensive exercise program in their respective jurisdictions. Specifically, this course includes an introduction to exercise design and evaluation; community exercise programs; the exercise development process; and

exercise evaluation and enhancements.

EMYT 1126 back to top
Hazardous Materials Awareness
(3 credit/3 contact hours)
This course provides competencies that include understanding the definition and location of various hazardous materials, their properties, and their safe evacuation distance. Emphasis is placed upon safety factors such as flammability and toxicity. Emergency management personnel are expected to remain a safe distance from hazardous materials, but they play a role in the hazardous materials planning process. Therefore, it is important for them to identify hazardous materials by their identification numbers and/or placards and interpret that information correctly. Specific topics include hazardous materials incidents; shipping documentation, Material Safety Data Sheets (MSDS), signage, and the North American Emergency Response Guide (NAERG); as well as protecting a potentially hazardous scene.

EMYT 1127 back to top
Emergency Planning
(3 credit/3 contact hours)
Emergency Planning provides information that will enable persons entering the profession or expanding their roles to have the ability to assess their communitys hazards, determine community resources, and write an all-hazards plan to assign responsibility to various agencies who will respond during an emergency or disaster. The primary purpose of this course is to provide background information encouraging communities to plan, reasons for planning, who might be involved in the planning process, and a framework within which to plan. There will be ample opportunities for the student to practice each step of the process, gradually becoming familiar with the planning process. The principle topics include rationale for emergency planning; assessment of community hazards and resources; and development of an all-hazards plan.

EMYT 1129 back to top
Mass Fatalities Incident Resp
(3 credit/3 contact hours)
This course addresses the essential elements of planning for, responding to, and recovering from a mass fatality incident. This course will identify the roles and responsibilities of local, state, and federal officials, public service, private sector, and voluntary organizations. Students will identify the various functions conducted in a temporary morgue; methods of identification; terms used in this unique operation; and learn how to apply the Incident Command System at Mass Fatalities incidents.

EMYT 1130 back to top
Infection Control
(3 credit/3 contact hours)
Infection Control provides competencies that include infection control procedures in emergency-related exposure; definition of communicable disease; definition of infectious disease; understanding how diseases are transmitted; list common signs and symptoms of communicable diseases; identify activities which increase potential exposure risks; examination of personal protective equipment; as well as equipment decontamination. Specific topics include infection control for the public and private sectors; disease transmission; personal protective equipment and other preventative measures; post-exposure notification, verification, and documentation; methods for cleaning, decontaminating, storing and disposal of equipment; as well as eradication and containment of infectious diseases.

EMYT 1137 back to top
Facility Security
(3 credit/3 contact hours)
One of the best defenses against intrusion is to present a hard target. The student will learn how to assess a facility's vulnerability and make helpful recommendations to lessen opportunities for entry by those who would intend harm to the habitants. The student will learn how to communicate safe practices in the facility and train habitants to share in the responsibilities of security. The student will be able to list no cost, low cost, and cost effective measures for facility security. Specific topics include terrorism terminology, hardening a potential target, protective actions and facility security surveys.

EMYT 1138 back to top
Effective Comm. for EMYT
(3 credit/3 contact hours)
Effective Communication provides basic competencies that Emergency Managers and Public Information Officers need in order to convey information to a broad audience that includes public and private sector organizations, the media, disaster victims, and co-responders. Even during non-emergent situations, Emergency Managers and Public Information Officers rely on strong communication skills to coordinate with staff and to promote safety awareness. This course is designed to enhance the communication and interpersonal skills of local Emergency Managers, Public Information Officers, Emergency Planners, and Emergency Responders. Specific topics include basic communication; emergency communications; multicultural communications; communication and technology; as well as effective oral presentations, press releases and sound bites.

EMYT 2210 back to top
Haz Mat Contingency Planning
(3 credit/3 contact hours)
This course provides competencies that include exploring the legal imperatives for hazardous materials planning; conducting a hazard analysis and applying it to a local jurisdiction; performing a local capability assessment; observing local traffic patterns that include transport of hazardous materials; and applying knowledge gained to formulate mission and vision statements and the goals and objectives to achieve them.

EMYT 2212 back to top
Developing Comm. Resources
(3 credit/5 contact hours)
This course will develop the participants skills in recognizing volunteer resources in the community and enhance abilities to manage the involvement of volunteers in all phases of emergency management,

including diversity, wide range of volunteer expertise and collaboration with major voluntary organizations active in disasters. In addition, focus on knowledge and skills needed to effectively perform resource management functions within the overall framework of an emergency operations center. The student will develop a resource manual to enable actual collaboration and to build and maintain a local collaborative process designed to enhance the ability to respond to emergencies and utilize resources acquired through collaboration techniques. Specific topics include developing a resource manual; recruiting and maintaining volunteers; and developing opportunities for collaboration.

EMYT 2214 back to top
Mod Emer Resp Rad Trng
(3 credit/3 contact hours)
Modular Emergency Response Radiological Transportation Training (MERRTT) provides competencies that include understanding basic sources of and uses of radiation; routes of exposure, methods of proper shielding, and calculation of dose rates; recognition of various types of shipping containers and their labels; correct procedures for securing an accident site and limiting radioactive contamination; hazard recognition and assessment; and familiarization with various types of radiological instrumentation. Specific topics include radiological fundamentals, radiological terminology, hazard recognition, routes of exposure, and patient handling.

EMYT 2222 back to top
Emergency Management Practicum
(3 credit/9 contact hours)
Emergency Management Practicum will provide students with practical experience in an actual work environment. Emphasis is placed on all phases of the industry in the student's area of specialization (local or state emergency management office, public health, or business continuity). Students become acquainted with occupational responsibilities through realistic work situations and are provided with insights into management application on the job. The student's Internship's related agency must be preapproved by the appropriate college authority.

ENGL 0090 back to top
Learning Support English
(3 credit/3 contact hours)
This course uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.

ENGL 0988 back to top
Intermediate Reading & Writing
(3 credit/4 contact hours)
This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course fulfills the requirements for the highest level of learning support reading and/or English and prepares students for ENGL 1101.

ENGL 0988A back to top
Intermediate Reading & Writing
(3 credit/4 contact hours)
This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course is paired with ENGL 1010A for diploma level programs. ENGL 1010A

ENGL 0988B back to top
Intermediate Reading & Writing
(3 credit/4 contact hours)
This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well-developed texts at a career and college-ready level. The course is paired with ENGL 1101B for degree level programs. ENGL 1101B

ENGL 1010 back to top
Fundamentals of English I
(3 credit/3 contact hours)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

ENGL 1010A back to top
Fundamentals of English I
(3 credit/3 contact hours)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills. ENGL 0988A

ENGL 1101 back to top
Composition & Rhetoric
(3 credit/3 contact hours)
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. NOTE: Students must qualify for ENGL 1101 with appropriate entrance test scores, or take Learning Support course(s.)

ENGL 1101B back to top
Composition & Rhetoric
(3 credit/3 contact hours)
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. NOTE: Students must qualify for ENGL 1101 with appropriate entrance test scores, or take Learning Support course(s.) ENGL 0988B

ENGL 1102 back to top
Literature & Composition
(3 credit/3 contact hours)
Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENGL 1105 back to top
Workplace & Technical Comm.
(3 credit/3 contact hours)
Emphasizes practical knowledge of technical communication techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

ENGL 2110 back to top
World Literature
(3 credit/3 contact hours)
This course explores the history of the human experience through literature and writing across the cultures of the world. It surveys important works across multiple genres of fiction and non-fiction as a reflection of cultural values and explores themes from the ancient through modern era.

ENGL 2130 back to top
American Literature
(3 credit/3 contact hours)
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

ENGT 1000 back to top
Intro to Engineering Tech
(3 credit/5 contact hours)
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

ESTH 1000 back to top
Introduction to Esthetics
(3 credit/4 contact hours)
Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

ESTH 1010 back to top
A & P of the Skin
(3 credit/3 contact hours)
Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

ESTH 1020 back to top
Skin Care Procedures
(4 credit/8 contact hours)
Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include: client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, reflexology, and air borne and blood borne pathogens and OSHA updates.

ESTH 1030 back to top
Elect/Facial Treatment/Machine
(5 credit/9 contact hours)
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, mens skin care products, post

consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

ESTH 1040 back to top
Advanced Skin Care
(3 credit/7 contact hours)
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

ESTH 1050 back to top
Color Theory & Makeup
(4 credit/9 contact hours)
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

ESTH 1060 back to top
Esthetics Practicum I
(4 credit/12 contact hours)
Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

ESTH 1070 back to top
Esthetics Practicum II
(4 credit/12 contact hours)
Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

FRSC 1020 back to top
Basic FF/EMS Fundamentals
(3 credit/4 contact hours)
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 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. State of Georgia - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030 back to top
Basic Firefighter-Module I
(5 credit/7 contact hours)
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 firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1040 back to top
Basic Firefighter-Module II
(3 credit/5 contact hours)
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 fire fighting 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.State of Georgia certified firefighter This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1050 back to top
Fire & Life Safety Educator I
(3 credit/3 contact hours)
Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

FRSC 1060 back to top
Fire Prev/Preparedness/Maint
(3 credit/4 contact hours)
This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or state firefighter certification status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1070 back to top
Intro to Technical Rescue
(4 credit/6 contact hours)
This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, current Edition Chapter 6 for firefighter II rescue operations and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, current Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2. To participate in this course, the student must also have attained state firefighter certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1080 back to top
Fireground Operations
(3 credit/5 contact hours)
This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain state firefighter certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

FRSC 1100 back to top
Intro to Fire Science
(3 credit/3 contact hours)
This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

FRSC 1110 back to top
Fire Admin/Supervise/Ldrship
(3 credit/3 contact hours)

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I; 2. NFA Leadership II 3. NFA Leadership III . This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1115 back to top
Fire Behavior & Combustion
(3 credit/3 contact hours)
This course provides an understanding of the basic principles of fire chemistry, the processes of fire/combustion, and fire behavior. It addresses theoretical concepts, explaining their importance, and illustrates how they can be applied in a practical manner when responding to emergency situations. An emphasis is placed on safety, with each explanation drawing a connection between how a fire behaves and how it affects the safety of the individual firefighters and their team.

FRSC 1121 back to top
Firefighting Strategy/Tactics
(3 credit/3 contact hours)
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

FRSC 1132 back to top
Fire Service Instructor
(4 credit/5 contact hours)
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FRSC 1141 back to top
Hazardous Materials Operator
(4 credit/5 contact hours)
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 Hazardous Material Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: state certification NPQ FF I and NPQ Hazardous Materials Awareness Level

FRSC 1151 back to top
Fire Prevention/Inspection
(4 credit/5 contact hours)
Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

FRSC 1161 back to top
Fire Serv Safety/Loss Control
(3 credit/3 contact hours)
This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general

knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

FRSC 2100 back to top
Fire Admin Management
(3 credit/3 contact hours)
This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why its done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FRSC 2110 back to top
Fire Service Hydraulics
(3 credit/3 contact hours)
This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120 back to top
Fire Protection Systems
(3 credit/3 contact hours)
A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

FRSC 2130 back to top
Fire Serv Bldg Construction
(3 credit/3 contact hours)
Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

FRSC 2141 back to top
Incident Command
(4 credit/5 contact hours)
The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

FRSC 2170 back to top
Fire/Arson Investigation
(4 credit/5 contact hours)
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniquest used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

FRSC 2230 back to top
Fire Officer-Adminstrator
(3 credit/3 contact hours)
This course is designed for the chief officer who is ready to assume a leadership role by moving into the upper administrator role in the fire service. This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer III Level. Note: For qualification at the Fire Officer Level III, the Fire Officer II shall meet the requirements for Fire Instructor Level II as defined by NFPA 1041 and the job performance requirements defined in Sections 6.2

through 6.8 of the standard.

FRSC 2240 back to top
Fire Officer-Executive
(3 credit/3 contact hours)
This course is designed for the chief officer who is ready to assume a leadership role by moving into the upper management level of the fire service. This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer IV Level. Note: For qualifications at the Fire Officer IV level, the Fire Officer III shall meet the requirements of the job performance requirements defined in Sections 7.2 through 7.7 of the standard.

GERT 1000 back to top
Understanding Geriatric Client
(2 credit/2 contact hours)
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 back to top
Behavioral Aspects of Aging
(2 credit/2 contact hours)
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 back to top
Gerontological Nutrition
(1 credit/1 contact hours)
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.

HEMT 1010 back to top
Intro Healthcare Mgmt
(3 credit/3 contact hours)
This course introduces the functions, practices, organizational structures and professional issues in healthcare management. Emphasis is placed on planning, controlling directing and communicating within health and human service organizations. Upon completion, students should be able to apply the concepts of management within a healthcare services environment. Topics include: history of U.S. healthcare delivery; characteristics of healthcare in the U.S.; technology used in healthcare; healthcare financing and reimbursement; outpatient services; inpatient services; long-term care services; the role of managed care in healthcare; and cost, access, and quality of healthcare; and health policy.

HEMT 1020 back to top
Admin Procedures for HEMT
(3 credit/4 contact hours)
Emphasizes the essential administrative skills required for healthcare managers. Upon completion of the course, the student should be able to perform any administrative procedure in a healthcare environment. Topics include: members of the healthcare team; patient diversity; interpersonal communications; appointment scheduling; patient reception and registration; computers in the healthcare field; medical filing; medical billing, professional fees and credit arrangements; billing and collection procedures; banking services and procedures; payroll; and health information management.

HEMT 1030 back to top
Medical Law & Ethics
(3 credit/3 contact hours)
Provides knowledge of the legal relationships of physicians and patients, contractual agreements, professional liability malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed upon legal terms, professional attitudes, and principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, the student should be able to meet the legal and ethical issues for healthcare practitioners. Topics include: foundations of law and ethics; the courts and contracts; medical records and informed consent; privacy law and HIPAA; workplace legalities; and ethical issues for healthcare practitioners.

HEMT 1040 back to top
Healthcare Statistics
(3 credit/3 contact hours)
Provides the maintenance, compilation, analysis and presentation of healthcare statistics. It provides rudimentary understanding of the terms, definitions, and formulae used in computing healthcare statistics. Topics include basic statistical principles, morbidity and mortality; healthcare statistical formulae; commonly computed hospital rates; and data presentation.

HEMT 1100 back to top
Medical Records Sys & Mgmt
(3 credit/4 contact hours)
Provides the basic concepts and techniques for managing and maintaining health record systems in a variety of healthcare settings. Topics include an overview of health information management; types of health records; health record content; format, storage, retention, and maintenance of health information; numbering and filing systems; and indices, registers and data collection; and legal aspects of health information management. Upon completion, students should be able to demonstrate and understanding of health record systems, including their maintenance and control.

HEMT 1110 back to top
Medical Coding
(3 credit/4 contact hours)

Provides a foundation in coding and classification systems in a variety of healthcare settings. Topics include Current Procedural Terminology, CPT; International Classification of Disease, 9th Revision, Clinical Modification, ICD-9-CM; and Healthcare Common Procedure Coding System, HCPCS. Upon completing, students should be able to apply coding principles to correctly assign ICD-9-CM, HCPCS/CPT codes and apply systems to optimize reimbursement.

HEMT 1120 back to top
Medical Insurance
(3 credit/4 contact hours)
Introduces the concept of medical insurance. The course provides basic guidelines for the various types of insurance. Topics include: legal and regulatory issues; payment and reimbursement systems; managed care, commercial insurance; Blue Cross Blue Shield; Medicare; Medicaid; TRICARE; Workers Compensation; and manual and electronic claim form preparation. Upon completion of this course, students should be able to process third-party claims forms for all types of third-party payers.

HEMT 1130 back to top
Advanced Coding
(3 credit/4 contact hours)
This advanced coding course provides both a review of the concepts of CPT/HCPCS and ICD coding, advanced instruction in ICD and CPT/HCPCS coding, and hospital billing practices and procedures. Codes will be applied to workbook exercises, case studies, patient hospital records and outpatient charts. Diagnostic Related Groups (DRGs) and Ambulatory Patient Groups (APGs) will be introduced. Topics include an overview of hospital billing; the hospital billing process; preparation of the UB-04 claim form; advanced CPT, ICD-9, and HCPCS coding; and a review for the coding certification exam.

HEMT 2000 back to top
Mgmt of Healthcare Org.
(3 credit/3 contact hours)
This course examines current issues that affect the management of healthcare delivery systems. Emphasis is placed on acquiring a systematic understanding of organizational principles, practices, and insights pertinent to the management of health services organizations. Topics include planning and organizing; performance evaluation; disciplining employees; handling employees with problems; communication skills; decision-making and problem-solving skills; coping with stress and burnout; and career development for supervisors. Upon completion of this course, the student will be able to identify current healthcare issues; supervisory techniques; and understand their impact on the healthcare management.

HEMT 2010 back to top
Healthcare Financial Mgmt
(3 credit/3 contact hours)
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include healthcare finance overview; recording financial operations; tools to analyze financial operations; report and measure financial results; plan, monitor and control financial operations; budgets; allocating resources and acquiring funds. Upon completion, students should be able to interpret and apply principles of financial management in a healthcare environment.

HEMT 2020 back to top
Long Term Care Administration
(3 credit/3 contact hours)
Provides an introduction to the administration of long-term care facilities and services. Also, this course provides an overview of long-care and does not deal with specific regulations pertaining to nursing homes or any other service. Emphasis is placed upon nursing home care, home health care, hospice, skilled nursing facilities, and other long-term services. Topics include: overview of long-term care; services in long-term care; financing long-term care; integrating mechanisms in long-term care; ethical issues; and federal, state, and local agencies involved in long-term care.

HEMT 2030 back to top
Human Resources Mgmt
(3 credit/3 contact hours)
Provides an introduction to the functions of personnel/human resource management within an organization. Topics include: overview of human resource management; strategic human resource management; labor relations and employment law; job analysis and job design; recruiting, interviewing and selecting employees; performance management and appraisal systems; disciplinary action and employee rights; and employee compensation and benefits. Upon completion, students should be able to anticipate and resolve human resource concerns.

HEMT 2050 back to top
Healthcare Mgmt Internship
(5 credit/15 contact hours)
This course provides supervised internship experience in health care settings. Emphasis is placed on the practical application of curriculum concepts to the healthcare setting. Topics include the application of classroom knowledge and skills; functioning in the healthcare environment; and listening and following directions. Upon completion, students should be able to apply healthcare management theory to healthcare facility practices and have a greater understanding of the importance of working effectively with others and with management.

HEMT 2050A back to top
Healthcare Mgmt Internship A
(2 credit/6 contact hours)
This course provides supervised internship experience in health care settings. Emphasis is placed on the practical application of curriculum concepts to the healthcare setting. Topics include the application of classroom knowledge and skills; functioning in the healthcare environment; and listening and following directions. Upon completion, students should be able to apply healthcare management theory to healthcare facility practices and have a greater understanding of the importance of working effectively with others and with management. *Part A of a two part series.

HEMT 2050B back to top
Healthcare Mgmt Internship B
(3 credit/9 contact hours)
This course provides supervised internship experience in health care settings. Emphasis is placed on the practical application of curriculum concepts to the healthcare setting. Topics include the application of classroom knowledge and skills; functioning in the healthcare environment; and listening and following directions. Upon completion, students should be able to apply healthcare management theory to healthcare facility practices and have a greater understanding of the importance of working effectively with others and with management. *Part B of a two part series.

HIMT 1100 back to top
Intro to Health Info Tech
(3 credit/4 contact hours)
This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

HIMT 1150 back to top
Computer Apps in Healthcare
(3 credit/5 contact hours)
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 1200 back to top
Legal Aspects of Healthcare
(3 credit/4 contact hours)
This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250 back to top
Health Recrd Content/Structure
(2 credit/3 contact hours)
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.

HIMT 1350 back to top
Pharmacotherapy
(2 credit/2 contact hours)
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1400 back to top
Coding & Classification
(4 credit/6 contact hours)
This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

HIMT 1410 back to top
Coding/Classification/ICD Adv
(3 credit/4 contact hours)
This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

HIMT 2150 back to top
Healthcare Statistics
(3 credit/5 contact hours)
This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIMT 2200 back to top
Performance Improvement
(3 credit/4 contact hours)
This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal governments role in health care and accreditation requirements of various agencies.

HIMT 2300 back to top
Healthcare Management

(3 credit/4 contact hours)
This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2400 back to top
Coding and Class/CPT/HCPCS
(3 credit/5 contact hours)
This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

HIMT 2410 back to top
Revenue Cycle Management
(3 credit/4 contact hours)
This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIMT 2460 back to top
Health Info Tech Practicum
(3 credit/9 contact hours)
This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

HIMT 2500 back to top
Certification Seminar
(4 credit/6 contact hours)
This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

HIST 1111 back to top
World History I
(3 credit/3 contact hours)
Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

HIST 1112 back to top
World History II
(3 credit/3 contact hours)
Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

HIST 2111 back to top
U.S. History I
(3 credit/3 contact hours)
Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112 back to top
U.S. History II
(3 credit/3 contact hours)
Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War II; the Cold War and the 1950*s; the 1960*s and 1970*s; and America since 1980.

HORT 1000 back to top
Horticulture Science
(3 credit/4 contact hours)
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.

HORT 1010 back to top
Woody Plant Identification I
(3 credit/5 contact hours)
Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

HORT 1020 back to top
Herbaceous Plant ID
(3 credit/4 contact hours)
Emphasizes the identification,selection,and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

HORT 1030 back to top
Greenhouse Management
(4 credit/6 contact hours)
This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutuional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1040 back to top
Landscape Installation
(3 credit/6 contact hours)
This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

HORT 1050 back to top
Nursery Production & Mgmt
(4 credit/6 contact hours)
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.

HORT 1060 back to top
Landscape Design
(4 credit/6 contact hours)
Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

HORT 1070 back to top
Landscape Installation
(4 credit/6 contact hours)
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.

HORT 1080 back to top
Pest Management
(3 credit/4 contact hours)
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.

HORT 1100 back to top
Intro to Sustainable Agricultu
(3 credit/3 contact hours)
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 1110 back to top
Small Scale Food Production
(4 credit/6 contact hours)
Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

HORT 1120 back to top
Landscape Management
(4 credit/6 contact hours)
This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

HORT 1140 back to top
Horticulture Business Mgmt
(3 credit/4 contact hours)
This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

HORT 1150 back to top
Horticulture Internship
(3 credit/9 contact hours)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision. NOTE: Instructor approval required before registering for course.

HORT 1160 back to top
Landscape Contracting
(3 credit/4 contact hours)
Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.

HORT 1200 back to top
Arboriculture Science
(4 credit/6 contact hours)
Introduces the fundamentals of tree management, establishment and assessment as a career field in the urban forestry environment. Topics include: tree structure and function, tree identification and selection, installation and establishment, tree management, trees and construction and tree worker safety.

HORT 1250 back to top
Plant Prod/Propagation
(4 credit/6 contact hours)
This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting,and budding, tissue culture),and propagation facilities construction.

HORT 1310 back to top
Irrigation & Water Management
(4 credit/6 contact hours)
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.

HORT 1330 back to top
Turfgrass Management
(4 credit/6 contact hours)
A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices

HORT 1410 back to top
Soils
(3 credit/4 contact hours)
This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

HORT 1420 back to top
Golf Course Design/Const/Insta
(3 credit/4 contact hours)
Introduces basic golf course design principles as well as construction and renovation activities and basic golf course maintenance practices. Topics include: introduction and history, golf course design principles, golf course construction and golf course maintenance.

HORT 1430 back to top
Adv. Landscape Design
(4 credit/6 contact hours)
This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

HORT 1440 back to top
Landscape Grading/Drainage
(4 credit/6 contact hours)

Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.

HORT 1500 back to top
Sm Gas Eng Repair/Maint
(4 credit/6 contact hours)
Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

HORT 1560 back to top
Computer-Aided Ldscpe Design
(4 credit/6 contact hours)
Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

HORT 1680 back to top
Woody Plant Indentification II
(3 credit/4 contact hours)
Students will develop a systematic approach to proper classification, nomenclature,identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.

HORT 1690 back to top
Horticulture Spanish
(3 credit/3 contact hours)
An introduction to the Spanish language and Latino culture as applied to green industry managers. Topics include: introductory conversational Spanish with an emphasis on green industry vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating aspects of Latino culture for more effective management.

HORT 1700 back to top
Large Equipment Operation
(3 credit/5 contact hours)
This course will allow students to gain significant experience in the safe operation of horticulture equipment. Students will gain experience in the operation of tractors and attachments, skid-steer equipment, trenchers, landscape maintenance equipment and any other equipment relevant to the landscape industry. The course will combine lectures, demonstrations and lab activities on equipment use, operation and safety in the field.

HORT 1730 back to top
Advanced Floral Design
(3 credit/6 contact hours)
Advanced floral design theory; techniques and skills which enhances students* ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.

HORT 1750 back to top
Interiorscaping
(4 credit/6 contact hours)
Develops the skills involved in designing, installing, and maintaining interior plantings. Topics include: industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, design, installation.

HORT 1800 back to top
Urban Landscape Issues
(3 credit/4 contact hours)
This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control and others.

HORT 2500 back to top
Speciality Landscape Const
(4 credit/6 contact hours)
This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.

HRTM 1100 back to top
Intro-Hotel/Restaurant/Tourism
(3 credit/3 contact hours)
Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

HRTM 1110 back to top
Travel Industry/Geo-Americas
(3 credit/3 contact hours)
Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas, and travel regulations and documents needed to travel internationally.

HRTM 1115 back to top
Travel Indus/Geo-International
(3 credit/3 contact hours)
Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas and Greenland, Europe, Middle East and Africa, Far East, Australia, New Zealand and Pacific Islands, and travel regulations and documents needed to travel internationally.

HRTM 1120 back to top
Tour & Cruise Management
(3 credit/3 contact hours)
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 the ship, living quarters, amenities, shipboard activities, and marketing, selling of cruises, agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems.

HRTM 1130 back to top
Busn. Etiquette/Communication
(3 credit/3 contact hours)
This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

HRTM 1140 back to top
Hotel Operations Management
(3 credit/3 contact hours)
This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

HRTM 1150 back to top
Event Planning
(3 credit/3 contact hours)
This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

HRTM 1160 back to top
Food & Beverage Management
(3 credit/3 contact hours)
Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

HRTM 1201 back to top
Hospitality Marketing
(3 credit/3 contact hours)
Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

HRTM 1210 back to top
Hospitality Law
(3 credit/3 contact hours)
Introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.

HRTM 1220 back to top
Supervision/Leadership in HRTM
(3 credit/3 contact hours)
This courses focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

HRTM 1230 back to top
HRTM Internship
(3 credit/9 contact hours)
This course introduces students to the application and reinforcement of hotel/restaurant/tourism 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/tourism management techniques, and professional development. The occupation-based instruction includes written individualized training plans and written performance evaluations.

HUMN 1101 back to top
Intro to Humanities
(3 credit/3 contact hours)
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

HVAC 1050 back to top
HVAC Apprenticeship V
(4 credit/7 contact hours)
No Description

IDFC 1000 back to top
Principles of Electricity I
(4 credit/5 contact hours)
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 1007 back to top
Industrial Safety Procedures
(2 credit/3 contact hours)
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 back to top
Direct Current I
(3 credit/4 contact hours)
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 back to top
Alternating Current I
(3 credit/4 contact hours)
Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

IDFC 1013 back to top
Solid State Devices
(3 credit/4 contact hours)
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.

IDSY 1005 back to top
Intro to Mechatronics
(4 credit/7 contact hours)
This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

IDSY 1011 back to top
Industrial Computer Apps
(3 credit/5 contact hours)
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 communication platforms.

IDSY 1020 back to top

Print Rdg/Problem Solving
(3 credit/5 contact hours)
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 engineering specifications and applying a systematic approach to solving the problem.

IDSY 1100 back to top
Basic Circuit Analysis
(5 credit/9 contact hours)
This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

IDSY 1101 back to top
DC Circuit Analysis
(3 credit/4 contact hours)
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.

IDSY 1105 back to top
AC Circuit Analysis
(3 credit/4 contact hours)
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 back to top
Industrial Motor Controls I
(4 credit/7 contact hours)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls,theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 back to top
Basic Industrial PLCs
(4 credit/8 contact hours)
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 back to top
Industrial Wiring
(4 credit/7 contact hours)
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1150 back to top
DC & AC Motors
(3 credit/4 contact hours)
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 back to top
Mechanical Laws/Principles
(4 credit/6 contact hours)
Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDSY 1170 back to top
Industrial Mechanics
(4 credit/8 contact hours)
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 back to top
Magnetic Starters/Braking
(3 credit/5 contact hours)
Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing

magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDSY 1190 back to top
Fluid Power Systems
(4 credit/7 contact hours)
This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1195 back to top
Pumps & Piping Systems
(3 credit/5 contact hours)
This course provides instruction 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.

IDSY 1210 back to top
Industrial Motor Controls II
(4 credit/7 contact hours)
This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 back to top
Intermediate Industrial PLCs
(4 credit/8 contact hours)
This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230 back to top
Industrial Instrumentation
(4 credit/8 contact hours)
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 back to top
Maintenance for Reliability
(4 credit/6 contact hours)
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.

INDS 1100 back to top
Interior Design Fundamentals
(4 credit/5 contact hours)
Emphasizes the fundamentals of design. Topics include: The Design Process, Interior Space Planning Concepts, the Principles and Elements of Design, Furniture Arrangements and Traffic Patterns, Special Needs, Introduction to Green Design and Career Exploration.

INDS 1115 back to top
Tech Drawing/Interior Design
(4 credit/10 contact hours)
Emphasizes familiarization and skills in reading, production methods and interpreting construction drawings and graphic standards and introduces the application of drawing techniques used in interior design. Topics include: The role of working drawings, dimensioning practices, drawing representation methods, print reading, schedules and specifications, alphabet of lines, architectural style, geometric shapes, floor plan layouts, interior elevations, and interior pictorials.

INDS 1120 back to top
Codes/Build Sys/Interiors
(3 credit/3 contact hours)
Emphasizes familiarization with interior construction and service systems for interiors. Topics include: interior and exterior construction systems, building materials, construction documents, codes, sustainable building techniques and coordination with generalists and installers.

INDS 1125 back to top
Lighting Tech for Interiors
(2 credit/3 contact hours)
Provides basic knowledge of vision as affected by light, color, texture, and form. Introduces the basic principles of lighting design including criteria, calculations, planning, and layout. Topics include: lighting technology, lighting analysis, residential and contract lighting, lighting design, and lighting applications.

INDS 1130 back to top
Materials and Resources
(4 credit/4 contact hours)
Emphasizes the background knowledge necessary for selection of interior finishes for walls, floors (textile and non-textile), ceilings and other non-textile components needed in interior environments. Topics include: selection criteria and resourcing for interiors, documentation, specification and code compliance

for finish applications.

INDS 1135 back to top
Textiles for Interiors
(3 credit/4 contact hours)
Emphasizes the background knowledge necessary for the selection of natural and man-made textile finishes and materials needed in interior environments. Topics include: selection and resourcing for interiors, documentation and specification for selected textiles in design applications.

INDS 1145 back to top
CAD Fundamentals/Interiors
(3 credit/7 contact hours)
Introduces basic computer language and application of computers to the field of interior design. Topics include: introduction to CAD commands and applications, techniques of setting up a drawing, use of layering, execution of commands.

INDS 1150 back to top
Hist/Interiors/Architechture I
(3 credit/3 contact hours)
Emphasis is on historical foundations of furniture and architecture from the Ancient through the Renaissance. Topics include: historical architectural and furniture concepts, classical orders, furniture and architectural terminology, furniture and architectural construction and materials, and historic design development.

INDS 1155 back to top
Hist/Int/Architecture II
(3 credit/3 contact hours)
Emphasis is on historical foundations of furniture and architecture from the Baroque to the present. Topics include: historical architectural and furniture concepts, furniture and architectural terminology, furniture and architectural construction and materials and historic design development.

INDS 1160 back to top
Interiors Seminar
(3 credit/5 contact hours)
Emphasizes professional development through career resources and artistic exploration. Topics include: Informational Interviewing, networking, cultural development, and artistic exploration.

INDS 1165 back to top
Interior Design Sales
(3 credit/4 contact hours)
Emphasizes skills necessary for successful communication in the field of sales in the interior design industry. Topics include communication methods, buying motives, product knowledge, prospecting and approach, product presentation, sale closing, account servicing and handling objections.

INDS 1170 back to top
Interior Internship
(3 credit/9 contact hours)
Provides students with in-depth application and reinforcement of interiors and employability principles in an actual job setting. This internship allows the student to become involved in intensive on-the-job interiors applications that require full-time concentration, practice, and follow through. The interiors internship is implemented through the use of written individualized training plans, written performance evaluations, required seminars, a required student project, and lab activities. Topics include: application of interiors principles; problem solving; adaptability to job setting; use of proper interpersonal skills; development of constructive work habits and appropriate work ethic, with consideration of factors such as confidentiality; and concentrated development of productivity and quality job performance through practice.

INDS 2210 back to top
Design Studio I
(3 credit/6 contact hours)
Introduces current generation technology for use in design presentations. Topics include: Technological communications used within the design profession.

INDS 2215 back to top
Design Studio II
(3 credit/6 contact hours)
Provides students with long and short term projects which address real-life design situations and requires competence in solving design problems with an emphasis on residential design. Topics include: application of the principles and elements of design, space planning, materials selections, graphic presentation, project documentation and delivery, client presentation techniques.

INDS 2230 back to top
Design Studio III
(3 credit/7 contact hours)
Provides students with long and short term projects which address real-life design situations and begins to develop competence in solving residential and commercial design problems. This course continues the studio experiences of INDS 2215, Design Studio II. Topics include: Application of the principles and elements of design, space planning, materials selection, graphic presentation, project documentation and implementation, client presentation techniques.

INDS 2240 back to top
BUSN Practices/Design Prof
(4 credit/7 contact hours)

Capstone class utilizing all skills, knowledge, and techniques required for successful business practices in the design industry. Topics include: Professional Skill Development,Business Development Strategies, Establishing Successful Client Relationships, Resources and Service Providers,and a Portfolio Exhibit.

LETA 2120 back to top
Fund. Spanish for Law Enfc.
(2 credit/2 contact hours)
This course will expose law enforcement personnel to common words and phrases that will assist in completing law enforcement tasks. Students will understand the importance of Spanish language training to the law enforcement profession. Students will be familiar words and phrases that are warning signs of danger. Students will also learn terms that assist them in conducting traffic stops, interviews of witnesses and suspects as well as maintaining control and affecting arrest.

MAET 1000 back to top
Safety Marine Fund & Prec Meas
(3 credit/4 contact hours)
Introduces basic concepts and practices necessary for safe and effective marine shop operation as well as the use of precision measuring instruments used to accurately check various engine, gearcase, and other components used in marine engines and accessories.

MAET 1025 back to top
Marine Engine Fund & Servicing
(4 credit/8.6 contact hours)
Introduces basic concepts of 2-stroke and 4-stroke engine theory and service. Topics include: 2-stroke and 4-stroke engine fundamentals, cylinder head and valve train servicing, short block servicing, 2-stroke and 4-stoke engine diagnosis, and block repair methods.

MAET 1045 back to top
Marine Engine Electrical Syst
(4 credit/6.467 contact hours)
Introduces electrical and electromagnetic theory and their application to marine engine electrical and electronic systems. Basic principles, diagnosis, service and repair of marine batteries, starting systems, starting system components, alternators and regulators are also emphasized. Topics include: electromagnetic theory, electrical theory, electrical test equipment, Ohm's law, battery application and service, starting and charging systems, starting and charging system components, recoil starter servicing, and diagnostic procedures.

MAET 1070 back to top
Marine Engine Ignition Systems
(3 credit/6 contact hours)
Emphasizes the fundamental theory, diagnosis, repair and service of conventional, electronic and computer controlled marine ignition systems. Topics include: ignition system principles, ignition system components, diagnostic procedures, and performance analysis.

MAET 1085 back to top
Marine Engine Fuel Systems
(4 credit/6.533 contact hours)
Introduces fuel system theory, diagnosis, repair, and service for engines with carburetion systems or electronic fuel injection systems. Topics include: fuel types and additives, fuel system components, carburetor theory, oil injection systems, diagnostic and service procedures for carburetion systems, electronic fuel injection theory, electronic fuel injection components, direct fuel injection theory, and electronic fuel injection diagnostic and repair procedures.

MAET 1100 back to top
Marine Engine Cooling Systems
(2 credit/3.333 contact hours)
Emphasizes the basic principles, diagnosis, service and repair of marine cooling systems. Topics include: cooling system fundamentals, cooling system components, and diagnostics and servicing.

MAET 1125 back to top
Marine Drive Systems
(5 credit/8.333 contact hours)
Emphasizes the basic principles, diagnosis, service and repair of marine outdrive and transom bracket assemblies as well as outboard gear cases. Topics include: transom bracket servicing, upper gear case servicing, and lower gear case servicing.

MAET 1150 back to top
Marine Accessories
(4 credit/6.666 contact hours)
Emphasizes rigging, propping, and the basic principles, diagnosis, service and repair of marine hydraulic trim and tilt systems. Topics include: rigging, propping, outboard midsection servicing, hydraulic system fundamentals, and trim and tilt servicing.

MAST 1010 back to top
Legal/Ethic Concerns/Med Off
(2 credit/2 contact hours)
Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant*s role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAST 1030 back to top
Pharmacology/Med Office
(4 credit/4 contact hours)
Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1060 back to top
Medical Office Procedures
(4 credit/5 contact hours)
Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

MAST 1080 back to top
Medical Assisting Skills I
(4 credit/9 contact hours)
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

MAST 1090 back to top
Medical Assisting Skills II
(4 credit/9 contact hours)
Furthers student knowledge of the more complex activities in a physician*s office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAST 1100 back to top
Medical Insurance Mgmt
(2 credit/4 contact hours)
Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAST 1110 back to top
Administrative Practice Mgmt
(3 credit/6 contact hours)
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAST 1120 back to top
Human Diseases
(3 credit/4 contact hours)
Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted inlcuding: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAST 1170 back to top
Medical Assisting Externship
(6 credit/18 contact hours)
Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

MAST 1180 back to top
Medical Assisting Seminar
(3 credit/3 contact hours)
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.

MATH 0090 back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operation, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module. MATH 0090Q

MATH 0090A back to top
Learning Support Mathematics
(1 credit/1 contact hours)
A review of basic mathematical skills used in the solution of occupational and technical problems, including fractions, decimals, percentages, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics, with supplementary instruction in math study skills, reducing math anxiety, learning styles, and time management. *Co-Requisite: MATH 1012A MATH 1012A

MATH 0090B back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course is an in-depth study of basic and intermediate algebra skills, including introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations. *Co-Requisite: MATH 0090Q MATH 0090Q

MATH 0090C back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course is an in-depth review of basic and intermediate algebra skills, including introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations. Successful completion of MATH 0090Q is a prerequisite for this course.

MATH 0090Q back to top
Learning Support Mathematics
(3 credit/3 contact hours)
This course is an in-depth study of basic and intermediate algebra skills, including introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, with supplementary instruction in math study skills, reducing math anxiety, learning styles, and time management. *Co-Requisite: MATH 0090B MATH 0090B

MATH 1011 back to top
Business Math
(3 credit/3 contact hours)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

MATH 1012 back to top
Foundations of Mathematics
(3 credit/3 contact hours)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MATH 1012A back to top
Foundations of Mathematics
(3 credit/3 contact hours)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percentages, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics. *Co-Requisite: MATH 0090A MATH 0090A

MATH 1013 back to top
Algebraic Concepts
(3 credit/3 contact hours)
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015 back to top
Geometry & Trigonometry
(3 credit/3 contact hours)
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1100 back to top
Quantitative Skills/Reasoning
(3 credit/3 contact hours)
Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

MATH 1101 back to top
Mathematical Modeling
(3 credit/3 contact hours)
Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

MATH 1103 back to top
Quantitative Skills/Reasoning
(3 credit/3 contact hours)
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.

MATH 1111 back to top
College Algebra
(3 credit/3 contact hours)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

MATH 1112 back to top
College Trigonometry
(3 credit/3 contact hours)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113 back to top
Precalculus
(3 credit/3 contact hours)
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MATH 1127 back to top
Introduction to Statistics
(3 credit/3 contact hours)
Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

MATH 1131 back to top
Calculus I
(4 credit/4 contact hours)
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MATH 1132 back to top
Calculus II
(4 credit/4 contact hours)
This course includes the study of techniques of integration, application of the definite integral, an introduction to differential equations,improper integrals, sequences, and series.

MCHT 1011 back to top
Intro to Machine Tool
(4 credit/6 contact hours)
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 back to top
Print Reading for Machine Tool
(3 credit/3 contact hours)
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 back to top
Machine Tool Math
(3 credit/5 contact hours)
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 back to top
Heat Treatment/Surface Grind
(4 credit/6 contact hours)
Provides instruction in the setup, operations, 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 1119 back to top
Lathe Operations I
(4 credit/6 contact hours)
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 back to top
Mill Operations I
(4 credit/6 contact hours)
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 back to top
Lathe Operations II
(4 credit/6 contact hours)
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

MCHT 1220 back to top
Mill Operations II
(4 credit/6 contact hours)
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.

MCTX 2250 back to top
Mechatronics Capstone
(3 credit/4.3 contact hours)
This capstone course is the final project for 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.

MEGT 1010 back to top
Manufacturing Processes
(3 credit/4 contact hours)
This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

MEGT 1321 back to top
Machining & Welding
(2 credit/4 contact hours)
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.

MEGT 2030 back to top
Statics
(3 credit/3 contact hours)
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.

MEGT 2080 back to top
Strength of Materials
(3 credit/6 contact hours)
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.

MEGT 2100 back to top
Manufacturing Quality Control
(3 credit/5 contact hours)
This course introduces statistical quality control and quality assurance techniques in manufacturing processes. Topics include: fundamentals of Six Sigma methodology, creating customer focus, statistical control techniques, control charts, process capability, failure modes and effects analysis (FMEA), teams and teamwork, leadership and strategic planning, optimization and reliability studies, lean manufacturing, and inspection tools and practices. The course is an effective training aid for those preparing to take the American Society for Quality (ASQ) Certified Quality Inspector (CQI) examination. Students will perform

lab exercises applying quality concepts, tools and techniques to realistic industry examples.

MGMT 1100 back to top
Principles of Management
(3 credit/3 contact hours)
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 back to top
Organizational Behavior
(3 credit/3 contact hours)
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 back to top
Employment Rules & Regs
(3 credit/3 contact hours)
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 back to top
Leadership
(3 credit/3 contact hours)
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 back to top
Introduction to Business
(3 credit/3 contact hours)
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 back to top
Business Ethics
(3 credit/3 contact hours)
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 back to top
Managerial Acct/Finance
(3 credit/3 contact hours)
The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

MGMT 2115 back to top
Human Resource Management
(3 credit/3 contact hours)
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 back to top
Labor Management Relations
(3 credit/3 contact hours)
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 back to top
Performance Management
(3 credit/3 contact hours)
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 2155 back to top
Quality Management Principles
(3 credit/3 contact hours)
Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

MGMT 2210 back to top
Project Management
(3 credit/3 contact hours)
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 back to top
Team Project
(3 credit/3 contact hours)
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MKTG 1100 back to top
Principles of Marketing
(3 credit/3 contact hours)
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 back to top
Business Regs/Compliance
(3 credit/3 contact hours)
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 back to top
Professional Selling
(3 credit/3 contact hours)
This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1190 back to top
Integrated MKTG Communications
(3 credit/3 contact hours)
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 back to top
Service Marketing
(3 credit/3 contact hours)

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 back to top
Visual Merchandising
(3 credit/4 contact hours)
This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

MKTG 1370 back to top
Consumer Behavior
(3 credit/3 contact hours)
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 back to top
Global Marketing
(3 credit/3 contact hours)
This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

MKTG 2010 back to top
Small Business Management
(3 credit/3 contact hours)
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 2070 back to top
Buying & Merchandising
(3 credit/3 contact hours)
Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

MKTG 2090 back to top
Marketing Research
(3 credit/3 contact hours)
This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

MKTG 2210 back to top
Entrepreneurship
(6 credit/8 contact hours)
This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

MKTG 2290 back to top
Marketing Practicum
(3 credit/9 contact hours)
This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

MKTG 2300 back to top
Marketing Management
(3 credit/4 contact hours)
This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

MKTG 2500 back to top
Exploring Social Media
(3 credit/3 contact hours)
This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

MKTG 2550 back to top
Analyzing Social Media
(3 credit/3 contact hours)
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

MSCS 1010 back to top
Essential/Medical Esthetics
(3 credit/3 contact hours)
This course introduces the common skin conditions that motivate patients to seek professional treatment and how to identify certain medical conditions, in addition to the basic chemical reactions that take place in the skin. The student will develop the skills to treat conditions resulting from the environment, heredity, and lifestyles.

MSCS 1020 back to top
Adv Med Skin Care Treatment
(2 credit/3 contact hours)
This course introduces the various diseases and conditions of the skin, common skin allergens and reactions, and results of changes in skin characteristics. The student will have knowledge of types of skin injuries and how the skin is regenerated. The student will develop the skills to treat conditions resulting from the environment, heredity, and lifestyles. The student will perform multiple skin regenerating procedures.

MSVT 1000 back to top
Intro Motorsports/Race Sys
(3 credit/5 contact hours)
This course provides an introduction to the Motorsports industry, teams, support industries, tools, precision measurement, shop safety basics, and track and transporter safety and basics. It also provides discussion of and practical work on race vehicle systems such as chassis design, suspension and steering, engines, ignition, cooling, lubrication, clutch, transmissions, drive axles and brakes.

MSVT 1010 back to top
Electrical Systems
(4 credit/5 contact hours)
This course introduces the fundamental theory, diagnosis, repair and service of conventional and electronic automotive systems including electrical systems, wiring methods, wiring diagrams, mechanical wiring connections, soldering, and data acquisition.

MSVT 1020 back to top
Motorsports Machine Tool
(4 credit/6 contact hours)
This course introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. There will be an emphasis on motorsports specific projects.

MSVT 1030 back to top
Motorsports Welding
(3 credit/4 contact hours)
This course introduces welding techniques commonly used in motorsports including MIG and TIG welding, plasma cutting, welding of tubing and light gauge metals specific to motorsports.

MSVT 1040 back to top
Gear Box & Final Drives
(4 credit/6 contact hours)
This course introduces fundamental components, power flow, drive line theory, types of racing transmissions and drive trains, computation of gear ratios, RPM factors, and vehicle speeds related to transmission and gear ratios. The course involves removal and replacement of transmission and rear gears in race vehicles, disassembly and diagnosis, reassembly and precision measurements involved in the procedures.

MSVT 1050 back to top
Fabrication Techniques
(6 credit/14 contact hours)
This course introduces basic welding, machining, metal fabrication techniques, and print reading used daily in the racing shop. This course furthers basic fabrication skills including tube bending, advanced welding techniques, and print reading. Students will be assigned a motorsports related fabrication project.

MSVT 1090 back to top
Motorsports Internship
(4 credit/12 contact hours)
This course provides students with general on-site experience at a motorsports facility.

MSVT 2000 back to top
Motorsports Composites
(5 credit/10.53 contact hours)
This course introduces the student to different types of racing chassis with an emphasis on carbon fiber IRL and Champ Car chassis.

MSVT 2005 back to top
Body/Chassis Design/Fabricatio
(5 credit/10 contact hours)
This course provides the student with the opportunity to design and fabricate the structural body and chassis of a racing car. Topics include: machine safety, stationary equipment, bend allowance, fasteners layout, parts fabrication, special fasteners, geometric functions, fabrication equipment safety, chassis design and layout, chassis parts fabrication, and the identification and proper selection of suspension components.

MSVT 2010 back to top
Engine Design Bldg/Testing
(3 credit/8 contact hours)
This course introduces gasoline internal combustion engine design, components and functions. The course includes precision measurement of components, removal and replacement of race vehicle engine assemblies and related components, disassembly and reassembly of racing engines including push rod and over head cam designs, precision measurements, test procedures, engine run stand and dyno testing.

MSVT 2020 back to top
Race Car Preparation/Testing
(3 credit/6 contact hours)
This course teaches the student the proper vehicle checks prior to a track session. Students will be trained in the proper system checks, transporter preparation, track side tool organization, transporter loading techniques and race track procedures. This course also addresses proper vehicle set up and geometry, vehicle corner weight scaling, all adjustment parameters, trackside adjustments and components changes, shock dynoing, and spring rating.

MSVT 2030 back to top
Composites Applications
(3 credit/6 contact hours)
Provides an opportunity to perform creative and critical thinking skills needed to manufacture and/or repair composite parts/structures. Emphasis is placed on planning, mold making, composite materials, and sequencing operations.

MSVT 2090 back to top
Motorsports Internship II
(4 credit/12 contact hours)
This course provides students with advanced skills and specialized on-site experience at a motorsports facility.

MUSC 1101 back to top
Music Appreciation
(3 credit/3 contact hours)
Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

NAST 1100 back to top
Nurse Aide Fundamentals
(6 credit/9 contact hours)
Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents /patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

PHAR 1000 back to top
Pharmaceutical Calculations
(4 credit/4 contact hours)
This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHAR 1010 back to top
Pharmacy Tech Fundamentals
(5 credit/6 contact hours)
Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 back to top
Principles of Dispensing Meds
(4 credit/6 contact hours)
This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHAR 1030 back to top
Principles/Sterile Meds Prep
(4 credit/6 contact hours)
Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PHAR 1040 back to top
Pharmacology
(4 credit/4 contact hours)
The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHAR 1055 back to top
Pharmacy Asst Practicum
(5 credit/15 contact hours)
This course orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant. Topics include: purchasing, packaging and labeling drugs; distribution systems; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; contamination control; storage and control; pharmacy equipment, and health care organizational structures.

PHAR 2060 back to top
Adv Pharmacy Tech Principles
(3 credit/4 contact hours)
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.

PHAR 2070 back to top
Adv. Pharmacy Tech Practicum
(5 credit/15 contact hours)
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.

PHLT 1030 back to top
Introduction to Venipuncture
(3 credit/4 contact hours)
Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050 back to top
Clinical Practice
(5 credit/15 contact hours)
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.

PHTA 1110 back to top
Intro to Physical Therapy
(2 credit/3 contact hours)
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.

PHTA 1120 back to top
Patient Care Skills
(3 credit/7 contact hours)
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.

PHTA 1130 back to top
Functional Anatomy/Kinesiology
(3 credit/6 contact hours)
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.

PHTA 1140 back to top
Physical Therapy Procedures
(4 credit/8 contact hours)
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.

PHTA 2110 back to top
Pathology
(4 credit/6 contact hours)

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.

PHTA 2120 back to top
Rehabilitation
(3 credit/7 contact hours)
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.

PHTA 2130 back to top
Physical Therapy Procedures II
(4 credit/8 contact hours)
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.

PHTA 2140 back to top
Clinical Education
(4 credit/12 contact hours)
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.

PHTA 2150 back to top
Pathology II
(4 credit/7 contact hours)
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.

PHTA 2160 back to top
Rehabilitation II
(3 credit/7 contact hours)
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.

PHTA 2170 back to top
Kinesiology II
(3 credit/6 contact hours)
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.

PHTA 2180 back to top
Clinical Education II
(4 credit/12 contact hours)
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.

PHTA 2190 back to top
Clinical Education III
(7 credit/21 contact hours)
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.

PHTA 2200 back to top
Phys Therapist Asst Seminar
(1 credit/2 contact hours)
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.

PHYS 1110 back to top
Conceptual Physics
(3 credit/3 contact hours)
Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics. PHYS 1110L

PHYS 1110L back to top
Conceptual Physics Lab I
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics. PHYS 1110

PHYS 1111 back to top
Introductory Physics I
(3 credit/3 contact hours)
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics. PHYS 1111L

PHYS 1111L back to top
Introductory Physics Lab I
(1 credit/3 contact hours)
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound. PHYS 1111

PHYS 1112 back to top
Introductory Physics II
(3 credit/3 contact hours)
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction). PHYS 1112L

PHYS 1112L back to top
Introductory Physics Lab II
(1 credit/3 contact hours)
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. PHYS 1112

PNSG 2010 back to top
Intro Pharm/Clinical Calc
(2 credit/4 contact hours)
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

PNSG 2030 back to top
Nursing Fundamentals
(6 credit/11 contact hours)
An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/bloodborne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 back to top
Nursing Fundamentals Clinical
(2 credit/6 contact hours)
An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

PNSG 2210 back to top
Medical Surgical Nursing I
(4 credit/5 contact hours)
Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220 back to top
Medical Surgical Nursing II
(4 credit/5 contact hours)
This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

PNSG 2230 back to top
Medical Surgical Nursing III
(4 credit/5 contact hours)
This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

PNSG 2240 back to top
Medical Surgical Nursing IV
(4 credit/5 contact hours)
This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2250 back to top
Maternity Nursing
(3 credit/3 contact hours)
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2255 back to top
Maternity Nursing Clinical
(1 credit/3 contact hours)
Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2310 back to top
Med/Surg Nursing Clinical I
(2 credit/6 contact hours)
This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2320 back to top
Med/Surg Nursing Clinical II
(2 credit/6 contact hours)
This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2330 back to top
Med/Surg Nursing Clinical III
(2 credit/6 contact hours)
This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2340 back to top
Med/Surg Nursing Clinical IV
(2 credit/6 contact hours)
This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2410 back to top
Nursing Leadership
(1 credit/1 contact hours)
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

PNSG 2415 back to top
Nursing Leadership Clinical
(2 credit/6 contact hours)
Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

POLS 1101 back to top
American Government
(3 credit/3 contact hours)
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

POLS 2401 back to top
Global Issues
(3 credit/3 contact hours)
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.

PSYC 1010 back to top
Basic Psychology
(3 credit/3 contact hours)
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

PSYC 1101 back to top
Introductory Psychology
(3 credit/3 contact hours)
Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

PSYC 2103 back to top
Human Development
(3 credit/3 contact hours)
Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

PSYC 2250 back to top
Abnormal Psychology
(3 credit/3 contact hours)
Emphasizes the nature and causes of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications of psychological disorders; and etiology and treatment considerations.

PTNG 1100 back to top
Patient Nav & Health System
(3 credit/3 contact hours)
This introductory course to the Patient Navigator TCC discusses the role of the patient navigator in the U.S. healthcare system. Topics include: barriers to healthcare, patient navigation history, patient rights and responsibilities and the role of the patient navigator.

PTNG 1110 back to top
Chronic Disease Impact
(3 credit/3 contact hours)
This course reviews chronic diseases which are common in the United States and how risk factors play a role in the prevalence and incidence of chronic disease. Topics include: chronic diseases, risk factors and beneficial behaviors.

PTNG 1120 back to top
Preventive Healthcare
(3 credit/3 contact hours)
This course focuses on ways to encourage and support wellness and preventive health practices in the general population. Topics include: effective communication, stages of change, and factors in disease prevention.

PTNG 1130 back to top
Navigating Healthcare Sys
(3 credit/3 contact hours)
This course focuses on health care systems in the United States. Topics include: health care systems, roles of the health care team, data management, payment, and legal rights and ethics.

RADT 1010 back to top
Introduction to Radiology
(4 credit/5 contact hours)
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

RADT 1030 back to top
Radiographic Procedures I
(3 credit/5 contact hours)
Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 back to top
Radiographic Procedures II
(3 credit/5 contact hours)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

RADT 1065 back to top
Radiologic Science
(2 credit/2 contact hours)
Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

RADT 1075 back to top
Radiographic Imaging
(4 credit/5 contact hours)
The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (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; 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 acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 back to top
Radiologic Equipment
(3 credit/4 contact hours)
Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1200 back to top
Principles/Rad Bio/Protection
(2 credit/2 contact hours)
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

RADT 1320 back to top
Clinical Radiography I
(4 credit/12 contact hours)
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RADT 1330 back to top
Clinical Radiography II
(7 credit/21 contact hours)
Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2090 back to top
Radiographic Procedures III
(2 credit/4 contact hours)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck,thorax and abdomen.

RADT 2201 back to top
Intro to Computed Tomography
(2 credit/2 contact hours)
Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

RADT 2210 back to top
Computed Tomogr Physics Instru
(5 credit/5 contact hours)
Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

RADT 2220 back to top
Computed Tomography Proced. I
(3 credit/3 contact hours)
Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

RADT 2230 back to top
Computed Tomography Proced II
(3 credit/3 contact hours)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

RADT 2250 back to top
Computed Tomography Clinic I
(4 credit/12 contact hours)
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2260 back to top
Radiologic Technology Review
(3 credit/3 contact hours)
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RADT 2265 back to top
Computed Tomography Clinic II
(4 credit/12 contact hours)
Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2340 back to top
Clinical Radiography III
(6 credit/18 contact hours)
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2360 back to top
Clinical Radiography IV
(9 credit/27 contact hours)
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.

RCAT 1000 back to top
Residential Care Fundamentals
(3 credit/3 contact hours)
This course will introduce the student to the basic concepts of caring for the elderly or disabled client in a residential care or home environment. Topics include roles and responsibilities, cultural diversity, nutrition, safety, elder abuse and neglect, specific disease processes, and infection control.

RCAT 1030 back to top
Residential Care Procedure
(5 credit/9 contact hours)
This course will will introduce the student to skills needed when caring for a client in a residential care facility or similar environments. The student will practice the skills and demonstrate competency prior to practical experience in a facility. Topics include personal care, bedrest care, vital signs, oxygen therapy, wheelchair use and body mechanics.

READ 0090 back to top
Learning Support Reading
(3 credit/3 contact hours)
This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students progress at their own pace to master each module.

READ 0097 back to top
Reading II
(3 credit/3 contact hours)
Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

READ 0098 back to top
Reading III
(3 credit/3 contact hours)

Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RELG 1101 back to top
World Religions
(3 credit/3 contact hours)
Introduction to World Religions is a survey course of the history, practice, and modern relevance of the world's religious traditions. Through the study of religion and its influence on history and culture, greater insight and understanding of diverse populations can be attained. Topics include an overview of significant religious traditions from around the world, critical analysis of the relationships between religions and artistic traditions, and critical analysis of the influence of religion on culture, politics, and history.

RNSG 1515 back to top
Nursing Pharmacology
(4 credit/6 contact hours)
This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. This course also enhances the basic mathematical concepts utilized in calculating medication dosages for safe administration to clients throughout the lifespan. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications. This course utilizes activities that stimulate critical thinking.

RNSG 1540 back to top
Fundamentals of Nursing
(7 credit/11 contact hours)
This course provides an introduction to nursing and roles of the nurse, as well as profession related and client care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in the laboratory and clinical settings. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will introduce the student to the application of theoretical concepts and implementation of safe client care to adults in a variety of healthcare settings.

RNSG 1550 back to top
Medical Surgical Nursing I
(7 credit/11 contact hours)
This course focuses on the care of adult clients with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of clients with alterations within selected body systems and will enhance concepts taught in previous nursing courses. The role of the nurse as a provider will include: patient-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. The clinical experience will provide the student an opportunity to apply theoretical concepts and implement safe client care to adults in a variety of healthcare settings.

RNSG 1560 back to top
Mental Health Nursing
(3 credit/5 contact hours)
This course focuses on the care of clients experiencing mental disorders. Emphasis is placed on management of clients facing emotional and psychological stressors, as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to clients experiencing mental disorders. This course is a study of nursing care of mental health clients throughout the lifespan. Application of the concepts of caring and transitions related to mental growth and health is introduced.

RNSG 2510 back to top
Medical Surgical Nursing II
(4 credit/6 contact hours)
This course reinforces theory and fundamental nursing skills and the concepts of adult health nursing. The nursing process is used as a framework to organize content and deliver nursing care. Students use critical thinking as the basis for decision regarding planning, intervention and evaluation when caring for clients with medical-surgical disorders. Pharmacological principles are integrated throughout the course. Simulated laboratory and clinical settings provide an opportunity to develop competency in nursing skills and caring in nursing practice. Clinical opportunities are provided in a variety of medical- surgical settings. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

RNSG 2520 back to top
Maternal-Child Nursing
(5 credit/8 contact hours)
This course provides an integrative, family-centered approach to the care of women, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in clients. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings and nursing in the community and acute care setting. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to women, newborns, and children in selected settings.

RNSG 2550 back to top
Medical Surgical Nursing III
(8 credit/16 contact hours)
In this course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, Preceptorship experiences, and leadership opportunities. These reality-based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload. The student will gain knowledge in the system of classification/prototypes of drugs according to body systems.

SOCI 1101 back to top
Introduction to Sociology
(3 credit/3 contact hours)
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.

SOLR 1000 back to top
Intro to Solar Energy Industry
(2 credit/3 contact hours)
Provides a brief overview of solar energy technologies and customer service as well as an introduction to site assessment methods. Topics include basic principles and history of solar energy technologies, key types, features, and benefits of solar systems, solar energy professionalism and customer service, and an introduction to solar site assessment.

SOLR 1010 back to top
Intro Solar Energy Mfg Lab
(1 credit/2 contact hours)
Provides an overview of solar PV and solar thermal manufacturing, testing, and standards concepts. This course demonstrates the importance of manufacturing processes and high quality products in the solar energy industry. Lab experiences include observation and hands-on participation in manufacturing processes and product review.

SOLR 1020 back to top
Const/Bldg Codes for Solar
(3 credit/5 contact hours)
Provides the basic knowledge of materials and methods used in construction for both PV and thermal solar energy installations, reinforces safety practices, and covers building codes and standards relevant to the installation of renewable energy systems. Topics include basic construction materials and methods, building codes and standards, roofing basics, materials and safety, foundation basics and safety, mounting options, information, tools, supplies and equipment needed for mounting, PV and thermal array roof mounting, and PV and thermal ground and pole mounting.

SOLR 1030 back to top
Solar Energy Wiring
(3 credit/5 contact hours)
Teaches the fundamental concepts of solar industrial wiring with an emphasis on installation procedures. Related aspects of wiring for PV circuits is introduced. Topics include grounding; raceway installation; branch and feeder circuit; switches, receptacles, and cord connectors; wire sizing; overcurrent protection; NEC requirements; and basic solar wiring concepts.

SOLR 1040 back to top
Water System Fundamentals
(2 credit/3 contact hours)
Provides an introductory survey of basic plumbing principles and practices in solar thermal systems. Applicable plumbing codes are discussed and materials covered offer an introduction to tasks identified in the NABCEP solar thermal task list. Topics include properties of water; plumbing materials; pipes, fittings, and valves; hanger and supports; joining techniques; water supply systems; valves, pumps, and meters; water treatment; water mains and services; hot water supply; and design and installation of water supply systems.

SOLR 1050 back to top
Entry Level PV Knowledge
(4 credit/6 contact hours)
Provides the entry-level knowledge to prepare students to take the NABCEP Entry Level PV Knowledge certification exam and to enroll in more advanced solar energy courses. This course covers the basic knowledge, comprehension, and application of key terms and concepts of photovoltaic system operations. Topics include PV markets and applications; safety basics; electricity basics; solar energy fundamentals; PV module fundamentals; system components; PV system sizing; PV system electrical and mechanical designs; and performance analysis, maintenance, and troubleshooting.

SOLR 1060 back to top
Entry Level Solar Thermal
(4 credit/7 contact hours)
Provides entry-level knowledge to prepare students to take the NABCEP entry-level solar thermal

knowledge certification exam. This course provides an overview of the knowledge required for entry-level work in solar thermal installation and covers the basic knowledge, comprehension, and application of key terms and concepts in solar thermal system operations. Topics include solar thermal system site analysis, solar thermal systems for specific climates and applications, solar thermal operation and installation methods, use of solar thermal system balance of system components and materials, and solar thermal system maintenance and troubleshooting.

SOLR 1070 back to top
Photovoltaic Wiring Circuits
(2 credit/3 contact hours)
Provides a study of wiring circuits and installation used in solar energy systems. Materials covered reflect electrical wiring tasks identified by NABCEP. Topics include NEC requirements for solar energy system installation and PV wiring circuits.

SOLR 2010 back to top
PV Site Assess/Design
(4 credit/7 contact hours)
Continues to develop the knowledge and skills needed to assess and evaluate residential and commercial sites for solar PV installations for both roof and ground mounted systems. This course provides in-depth theory and practice required to design solar PV systems for both roof and ground mounted PV systems as well as residential and commercial installations. Topics include designing PV systems, managing the PV project, conducting PV maintenance and troubleshooting activities, and site assessment and conceptual design for PV technical sales.

SOLR 2020 back to top
PV Sys Install/Follow Up
(2 credit/4 contact hours)
Provides in-depth theory and practice required to install, operate, and maintain PV systems. This course is applicable to both roof and ground mounted PV systems as well as residential and commercial installations. Students will gain hands-on experience installing, operating, and monitoring PV system components. Topics include installing PV system electrical components, installing PV system mechanical components, completing PV system installation, and conducting PV maintenance and troubleshooting activities.

SOLR 2030 back to top
PV Install Prof Preparation
(1 credit/3 contact hours)
Provides a capstone review of knowledge and skills from the PV curriculum and emphasizes new developments in task lists, study guides, and knowledge and practices required for PV Installer certification. This course will help students become familiar with PV Installer certification requirements and requirements for candidacy and will help eligible candidates and those seeking to become eligible to prepare for the NABCEP PV Installer certification examination. Topics include PV system knowledge review for installers, PV installer updates, NABCEP Installer certification examination requirements and eligibility documentation, and PV Installer certification examination preparation.

SOLR 2040 back to top
PV Technical Sales I
(3 credit/4 contact hours)
Provides in-depth study of aspects of PV systems installation sales. All aspects of this course are dependent on technical knowledge but simultaneously address the concerns and perspective of the customer and each task and required knowledge in the NABCEP PV Technical Sales task list through lectures, practical projects, and simulations. Topics include customer qualifications, site analysis, and conceptual design for sales.

SOLR 2050 back to top
PV Technical Sales II
(3 credit/6 contact hours)
Provides in-depth study of aspects of technical sales for PV system installations. All aspects of this course are dependent on technical knowledge but simultaneously address the concerns and perspective of the customer and each task and required knowledge in the NABCEP PV Technical Sales task list through lectures, practical projects, and simulations. Topics include financial costs, incentives, and savings; financial benefit analysis and financing and required background knowledge; non-financial benefit analysis; performance analysis and required background knowledge; and proposal preparation and background knowledge.

SOLR 2060 back to top
PV Tech Sales Prof Prep
(1 credit/3 contact hours)
Provides a capstone review of knowledge and skills from the PV Technical Sales curriculum and emphasizes new developments in task lists, study guides, and knowledge and practice required for the NABCEP PV Technical Sales certification. This course will help students become familiar with PV Technical Sales certification requirements and requirements for candidacy and will help eligible candidates and those seeking to become eligible to prepare for the NABCEP PV Technical Sales certification examination. Topics include PV technical sales knowledge review, PV technical sales updates, NABCEP PV Technical Sales certification examination requirements and eligibility documentation, and PV Technical Sales certification examination preparation.

SPAN 1050 back to top
Spanish Culture and Community
(2 credit/2 contact hours)
This course will help students become more familiar with the Spanish culture and help hone Spanish communication skills and cultural knowledge to serve the needs of the Latino community in professional settings.

SPAN 1101 back to top
Intro to Spanish Lang/Culture

(3 credit/3 contact hours)
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. Not open to native speakers of Spanish.

SPAN 1102 back to top
Intro Spanish Lang./Culture II
(3 credit/3 contact hours)
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.

SPCH 1101 back to top
Public Speaking
(3 credit/3 contact hours)
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.

SURG 1010 back to top
Intro to Surgical Technology
(8 credit/14 contact hours)
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery.

SURG 1020 back to top
Principles of Surgical Tech
(7 credit/11 contact hours)
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures.

SURG 1080 back to top
Surgical Microbiology
(2 credit/2 contact hours)
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

SURG 1100 back to top
Surgical Pharmacology
(2 credit/3 contact hours)
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SURG 2030 back to top
Surgical Procedures I
(4 credit/4 contact hours)
Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; and otorhinolaryngologic surgery.

SURG 2040 back to top
Surgical Procedures II
(4 credit/4 contact hours)
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery.

SURG 2110 back to top
Surgical Tech Clinical I
(3 credit/9 contact hours)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of

cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 back to top
Surgical Tech Clinical II
(3 credit/9 contact hours)
Introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for general and specialty surgery. Topics include: participation in and/or observation of general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SURG 2130 back to top
Surgical Tech Clinical III
(3 credit/9 contact hours)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

SURG 2140 back to top
Surgical Tech Clinical IV
(3 credit/9 contact hours)
Provides opportunities for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: independent case preparation and implementation of intraoperative skills as primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.

SURG 2240 back to top
Seminar in Surgical Technology
(2 credit/2 contact hours)
Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

WELD 1000 back to top
Intro Welding Technology
(4 credit/6 contact hours)
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1010 back to top
Oxyfuel & Plasma Cutting
(4 credit/6 contact hours)
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1030 back to top
Blueprint Reading for WELD
(4 credit/6 contact hours)
This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1040 back to top
Flat Shielded Metal Arc Weld
(4 credit/6 contact hours)
This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

WELD 1050 back to top
Horiz Shielded Metal Arc Weld
(4 credit/6 contact hours)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1060 back to top

Vert Shielded Metal Arc Weld
(4 credit/6 contact hours)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1070 back to top
Overhead Shielded Metal Arc
(4 credit/6 contact hours)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WELD 1090 back to top
Gas Metal Arc Welding
(4 credit/6 contact hours)
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WELD 1110 back to top
Gas Tungsten Arc Welding
(4 credit/6 contact hours)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WELD 1120 back to top
Preparation/Ind Qualification
(4 credit/6 contact hours)
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WELD 1150 back to top
Adv Gas Tungsten Arc Weld
(3 credit/5 contact hours)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WELD 1151 back to top
Fabrication Process
(3 credit/4 contact hours)
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152 back to top
Pipe Welding
(4 credit/7 contact hours)
Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WELD 1153 back to top
Flux Cored Arc Welding
(4 credit/6 contact hours)
Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

WELD 1154 back to top
Plasma Cutting
(3 credit/5 contact hours)
Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WELD 1156 back to top
Ornamental Iron Works
(4 credit/6 contact hours)

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

WELD 1330 back to top
Metal Welding/Cutting Tech
(2 credit/4 contact hours)
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.

WLET 1000 back to top
Intro to UNIX & Linux w/Script
(4 credit/7 contact hours)
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. Finally, the student will learn UNIX/Linux shell programming techniques necessary to understand and create shell script programs in an UNIX/Linux environment. Topics include: shell variables, shell script programs, logical and math operators, redirection and piping, and use of backslash, quotes and back quotes.

WLET 1005 back to top
Scripting for Wireless Tech
(2 credit/3 contact hours)
This course covers scripting techniques used in UNIX/Linux wireless networking applications. Topics include: conditional processing, looping structures, positional parameters, arrays, and functions.

WLET 2100 back to top
Antenna Fund/Apps in WLET
(3 credit/4 contact hours)
This course provides the student the foundational knowledge needed to understand electromagnetic wave propagation and the skills needed to safely choose and install the proper antenna based on the application. Topics will include electromagnetic frequencies, signal propagation, RF safety, radiation patterns, codes and standards related to antennas, installation practices, and troubleshooting.

WLET 2110 back to top
Mobile Transmission/Transport
(3 credit/3 contact hours)
The course is designed to give the student a working knowledge of the theory and technologies generally found in mobile communications. Topics include the electro-magnetic spectrum and transmission theory on copper, fiber, and air interfaces using electrical, light, and RF signals. Backhaul technologies are also discussed to give the student an understanding of how the mobile network is intertwined with switching offices and other nodes.

WLET 2120 back to top
Mobile Tech & Equipment
(3 credit/4 contact hours)
This course is designed to give the student a working knowledge of a complete mobile site including the radio equipment, ancillary equipment and other equipment and interfaces needed to commission a site and maintain a site. Topics include both theory and hands-on based exercises that allow a student to perform the duties of field technician/engineer.

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Accounting

Course Schedule | **Financial Aid** | **Tuition**

The Accounting Associate Degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems.

Program Requirements

Degree Level:

Accounting Degree

Diploma Level:

Accounting Diploma

Certificate Level:

Office Accounting Specialist Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Accounting Degree

Diploma Level

Accounting Diploma

Certificate Level

Office Accounting Specialist Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

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Effective Dec. 3, 2018, Lanier Technical College's address will be: 2535 Lanier Tech Drive, Gainesville, GA 30507

Phone: 770-533-7000 | Fax: 770-531-6328

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Air Conditioning Technology

Course Schedule | **Financial Aid** | **Tuition**

The Air Conditioning Technology program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and 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 Certification The Air Conditioning Technology program at Lanier Technical College is nationally accredited by HVAC Excellence, 1701 Pennsylvania Ave, NW, Washington, DC 20006, PH: 800-394-5268

Program Requirements

Diploma Level:

Air Conditioning Technology Diploma

Certificate Level:

Basic Residential Air Conditioning System Design Certificate

Basic Residential Gas Heat Design Certificate

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Air Conditioning Technology Diploma

Certificate Level:

Basic Residential Air Conditioning System Design Certificate

Basic Residential Gas Heat Design Certificate

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Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

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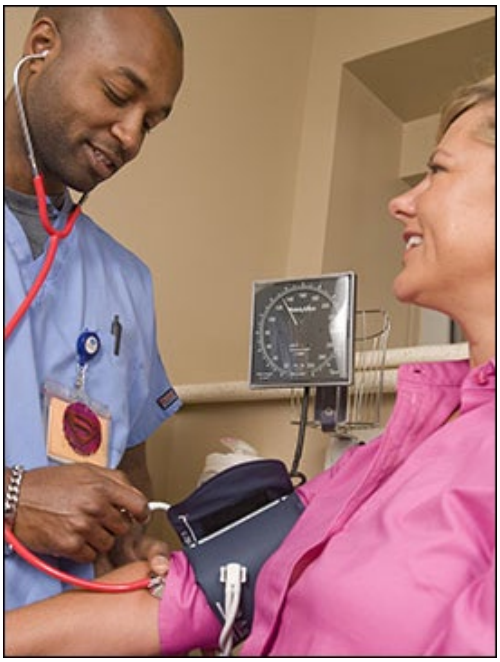
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Associate of Science in Nursing

Course Schedule | **Financial Aid** | **Tuition**

Lanier Technical College (LTC) reserves the right to change these policies and procedures at any time. Please check the LTC ASN Program webpage prior to submitting your application.

The application submission period for the ASN program Fall 2019 cohort will be **April 12 – June 3, 2019** (application packets must be received no later than June 3 by 5:00 pm); no packets may be hand-delivered to campus. Please note that the deadline for TEAS Testing for this cohort is **April 12, 2019.** Please apply for the Interdisciplinary Studies Degree if you need to complete additional core courses during Spring 2019. **At the time that you submit your ASN Program application, you must be a current, fully accepted/admitted Lanier Technical College student. For example, to submit an application during the 2019 spring application submission period (for fall 2019 entry), you must be a fully accepted/admitted Lanier Technical College student in the Spring 2019 semester. To apply in the 2020 spring application submission period (for fall 2020 entry), you must be a fully accepted/admitted Lanier Technical College student in the Spring 2020 semester. The spring 2020 application submission period dates will be posted on this webpage in the future. Please frequently check this webpage for the most current, up-to-date information regarding the ASN Program.**

Click HERE to access the fall 2019 ASN application; please read the application packet information thoroughly.

Students applying to the Associate of Science in Nursing (ASN) program will initially be placed in the Interdisciplinary Studies Degree until they have taken all required general education and biology coursework for the ASN program. *Upon completion of these courses, and after all grades have been recorded in Banner Web/Degree Works or transferred into the College via the LTC Credit Transfer Evaluator and recorded into Banner Web/Degree Works, students will apply for selective admission into the ASN program.* The first class of Lanier Tech ASN students will be accepted for Fall 2019; however, students may apply beforehand to begin core courses under the Interdisciplinary Studies Degree. All students must be fully-accepted, fully-admitted Lanier Technical College students in the same semester that the ASN application is submitted.

- Information Sessions Sign-Up Forsyth
- Admission Points Worksheet
- Admission Procedure
- Application for Admission Fall 2019
- Essential Skills
- Frequently Asked Questions
- Program Cost
- TEAS Testing Information

The two-year associate-level nursing program is a sequence of courses designed to prepare 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 health care settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitude to practice competently and safely as a beginning nurse generalist in a variety of acute and long-term care settings. The nurse is viewed as a caring, holistic healthcare professional who possesses critical-thinking and problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning. Program graduates receive an Associate of Science in Nursing (ASN) degree. Graduates are then eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Mission Statement
The Associate of Science in Nursing (ASN) Program serves our community by preparing entry-level nursing graduates to meet the evolving healthcare needs of a diverse population, and by integrating the essential values of caring, integrity, excellence, empathy, holism and ethical and patient-centered care. The ASN program is committed to transforming individuals into dedicated, professional, critical thinkers whose basis of care is founded upon current scientific evidence.

Upon successful completion of the ASN program, graduates will be eligible to sit for the National Council Licensure Examination (NCLEX-RN); this is a standardized exam that each state board of nursing utilizes to determine if a candidate is prepared for entry-level nursing practice as a Registered Nurse.

Program Outcomes

- The Program demonstrates a satisfactory National Council Licensure Examination (NCLEX-RN) pass rate for first-time test takers.

  Licensure Examination Pass Rate: Expected Level of Achievement will be not less than the national mean for all first-time test-takers within one calendar year of the graduation date, as established by the ACEN standards and criteria, and the Georgia Board of Nursing (GBON)

- The Program demonstrates evidence of 65% or more students completing the nursing program within 150% of the time of the stated program length, beginning with the first required RNSG course.

  Program Completion Rate: Expected Level of Achievement not less than 65% as established by LTC ASN faculty. The decision to adopt the 65% benchmark was influenced by the College three-year (AY2015 - AY2017) retention rate, based on the Performance Accountability System (PAS) trend data acquired from TCSG, which was not less than 65.3% as the College Benchmark.

- The Program demonstrates evidence of at least 90% of graduates achieving job placement as a RN within 6-12 months of graduation.

  Job Placement Rate: Expected Level of Achievement not less than 90% within 12 months of graduation. This ELA was established by the ASN faculty after reviewing the AY2017 TCSG report on Unduplicated Graduates and Placement, which showed a total placement average of 97.8% in the field of study, or related, and the Perkins Benchmark of 90% as recorded in the SRTC Perkins FY2017 Local Improvement Plan Graduate Placement Measure.

End-of-Program Student Learning Outcomes (EOPSLOs)
The Associate of Science in Nursing (ASN) EOPSLOs were developed by the ASN faculty, and are used to organize the curriculum, guide the delivery of instruction, and direct learning activities. The EOPSLOs are based on established professional nursing standards, guidelines and competencies as outlined by the Quality and Safety Education for Nurses (QSEN) project. Upon completion of the ASN program,

the graduate will:

1. Partner with the patient to provide compassionate, coordinated patient care based on respect for the patient's preferences, values, and needs.
   Means of Assessment: Student nurse will perform a patient interview, while eliciting patient values, preferences, and expressed needs; communicate patient values, and provide patient-centered care with sensitivity and respect for the diversity of human experience.
   Expected Level of Achievement (ELA): 100% of students will successfully complete a patient interview based on the Patient-Centered Care QSEN competency criteria; this is demonstrated by successful completion of the RNSG 1540 clinical evaluation.

2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
   Means of Assessment: Student nurse will function competently within role as a member of the health care team, initiating requests for help when appropriate to the situation. Student will integrate the contributions of others who play a role in helping patient/family achieve health goals.
   Expected Level of Achievement (ELA): 100% of students will demonstrate competency in teamwork and collaboration, based on the Teamwork and Collaboration QSEN competency criteria; this is demonstrated by successful completion of clinical evaluations for each RNSG course in the ASN program.

3. Use evidence related to clinical practice topics and guidelines, while incorporating individual patient values.
   Means of Assessment: Student nurse will determine what reliable sources are available for locating evidence and clinical practice guidelines, and participate effectively in appropriate data collection and other research activities.
   Expected Level of Achievement (ELA): 100% of students will satisfactorily complete an individualized patient plan of care based on the Evidence-Based Practice QSEN competency criteria; this is demonstrated by successful completion of a patient care plan in RNSG 1540.

4. Use data to monitor the outcomes of care processes, and practice improvement methods to improve the quality and safety of health care systems.
   Means of Assessment: Student nurse will use tools to make processes of client care explicit, while seeking information about quality improvement projects in the care setting.
   Expected Level of Achievement (ELA): 100% of students will participate in a root cause analysis of a sentinel event, based on the Quality Improvement QSEN competency criteria; this is demonstrated by successful completion of a simulation exercise involving a patient sentinel event, and participation in a root cause analysis in RNSG 2510.

5. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
   Means of Assessment: Student nurse will demonstrate effective use of technology and standardized practices that support safety and quality.
   Expected Level of Achievement (ELA): 100% of students will utilize the National Patient Safety Goals in the clinical setting, as reflected in the Safety QSEN competency criteria; this is demonstrated by a successful student clinical evaluation in each RNSG clinical experience.

6. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
   Means of Assessment: Student nurse will navigate the electronic health record, interpret patient data, and document patient care.
   Expected Level of Achievement (ELA): 100% of students will utilize the ATI Electronic Health Record system (EHR Tutor) in simulated and lab experiences, as well as institutional EHR's to chart patient care data, as reflected in the Informatics QSEN competency criteria; this is demonstrated by successful student clinical and lab evaluations in RNSG clinical and lab experiences.

7. Perform clinical skills that are evidence-based and reflect contemporary practice that promotes nationally established patient health and safety goals.
   Means of Assessment: Student nurse will complete all graduation skills on the skills checklist by graduation.
   Expected Level of Achievement (ELA): 100% of students will complete the skills checklist by end of program.

Approval
Lanier Technical College's Associate of Science in Nursing program has initial approval granted by the Georgia Board of Nursing and will pursue final approval, per GBON Rule 410-8-.02. The program is approved by Lanier Technical College's accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Admissions
The Associate of Science in Nursing Program admission is a competitive selection process. Meeting minimum program criteria does not guarantee an applicant's acceptance into the program.

The Associate of Science in Nursing Program admits students once per year at the beginning of the Fall semester. The first class of Lanier Tech nursing students will be accepted for Fall 2019 semester. Students must submit a completed ASN application for selection by a specific deadline if they want to be considered for selection to the upcoming Fall class. Students beginning core coursework at Lanier Tech will apply to the Interdisciplinary Studies Degree in order to complete these classes prior to applying for the ASN program. Please see specific admission links on the left side of this page for further information.

Program Requirements

1. General college admission requirements
2. This program has a selective selection process; see the ASN program specific program admission criteria and Admission Points Worksheet for specific details.
3. To be eligible for progression in the ASN program, students must verify satisfactory completion of required immunizations required by the clinical facility.
4. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification must be maintained throughout the program. This certification must include hands-on skills components, AED use, and other lifesaving skills. Course certifications from any other providers will not be accepted.
5. Prior to applying to the ASN program must have successfully completed the following courses: BIOL 2113, 2113L, 2114, 2114L, 2117, 2117L, ENGL 1101, 1102, PSYCH 1101, MATH 1111, and any one course of the students' choice from the Area IV General Education Core courses. **All prerequisite courses must be completed with a course grade of "C" or better.** Most students will complete these under the Interdisciplinary Studies Degree.
6. Affiliated clinical sites for nursing will require an onboarding process, which will include a criminal background check and drug testing prior to participation in the clinical component. If any clinical facility refuses to allow the student to participate in clinical experiences, for any reason, the student will not be able to progress in the program. Applicants for initial licensure in GA must also have a criminal background check.
7. TEAS Scores are good for 5 years only; the TEAS must be completed prior to the submission of your ASN application.
8. BIOL courses cannot be older than 5 calendar years; if you have taken the required prerequisite BIOL courses greater than 5 years ago at the time your ASN application is submitted, you will not be considered for admission into the ASN program.

Transfer Credit, Advanced Placement, and College Level Examinations

Students must submit transcripts from any prior institution before being accepted into Lanier Tech. Transcripts will be evaluated for transfer credit upon receipt. For more information on transfer credit, advanced placement (AP), or College Level Examinations (CLEP), view our Transferring and Awarding Credit Procedure

Program Requirements

Degree Level:

Associate of Science in Nursing Degree

Sample Graduation Plans

Frequently Asked Questions

Degree Level:

Associate of Science in Nursing Degree

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Automotive Collision Repair

Course Schedule | **Financial Aid** | **Tuition**

The Automotive Collision Repair diploma program is designed to prepare students for careers in the automotive collision repair profession. Academic, technical, and professional knowledge and skills are developed for job acquisition, retention, and advancement. Lanier Tech offers the automotive painting and refinishing specialization.Graduates receive an Automotive Collision Repair diploma which qualifies them as painting and refinishing technicians. Lanier Tech also offers two certificate programs, Automotive Refinishing Assistant I and II.

Program Requirements

Diploma Level:

Automotive Collision Repair Diploma

Certificate Level:

Automotive Collision Repair Assistant I Certificate

Automotive Collision Repair Assistant II Certificate

Automotive Refinishing Assistant I Certificate

Automotive Refinishing Assistant II Certificate

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Automotive Collision Repair Diploma

Certificate Level:

- Automotive Collision Repair Assistant I Certificate
- Automotive Collision Repair Assistant II Certificate
- Automotive Refinishing Assistant I Certificate
- Automotive Refinishing Assistant II Certificate

Apply Now!

Frequently Asked Questions

How do I sign up for the program?
The first step is to apply for admission to Lanier Tech at the Student Affairs office. We welcome anyone who would like to tour the lab or talk to the instructor.

What programs are offered in Automotive Collision Repair?
Automotive Collision Repair Diploma, and two certificates - Automotive Refinishing Assistant I and Automotive Refinishing Assistant II.

What is required for a diploma program?
The diploma program is a full-time program, and classes meet four days per week.

All General Education core and Learning Support classes must be completed before beginning any of the auto collision courses.

Students are required to provide a toolbox with basic tools needed for the program. A complete list of required tools may be obtained from the Automotive Collision Repair department.

What are some interesting things that we do in this program?
This is not a program where you will be in the classroom full time. Instruction is half classroom and half hands on work in the lab area. Students are encouraged to bring in and work on their own projects. Supply representatives frequently conduct clinics on new products and up-to-date techniques concerning body repair and refinishing. We take field trips to the Commerce Drag strip for Army career days and to local Auto Collision shops.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Automotive Technology

Course Schedule | **Financial Aid** | **Tuition**

Program Requirements

Degree Level

- Automotive Technology Degree

Diploma Level:

- Automotive Technology Diploma

Certificate Level:

- Automotive Chassis Technician Specialist Certificate
- Automotive Climate Control Technician Certificate
- Automotive Electrical/Electronic Systems Technician Certificate
- Automotive Engine Performance Technician Certificate
- Automotive Engine Repair Technician Certificate
- Automotive Transmission/Transaxle Tech Specialist Certificate
- Industrial Truck (Forklift) Maintenance & Repair Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Automotive Technology Degree

Diploma Level:

Automotive Technology Diploma

Certificate Level:

Automotive Chassis Technician Specialist Certificate

Automotive Climate Control Technician Certificate

Automotive Electrical/Electronic Systems Technician Certificate

Automotive Engine Performance Technician Certificate

Automotive Engine Repair Technician Certificate

Automotive Transmission/Transaxle Tech Specialist Certificate

Industrial Truck (Forklift) Maintenance & Repair Certificate

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Frequently Asked Questions

Are the courses basic or more advanced level
It is a fine mixture of both. Intro courses are basic, they must be in order to be relative to the entire audience. No two people come into the program at the same level of understanding. Therefore, we start with a basic foundation and delve deeper into more complicated issues as the course progresses.

Do I have to purchase tools while in the program?
Students are strongly encouraged to do so during their stay here at Lanier Tech for two reasons. One, you must have tools in order to work in the automotive field and to be marketable to an employer seeking to hire you. Two, students are eligible for a hefty discount, sometimes up to 50%, from all the top tool manufacturers while in attendance.

Can I become a certified technician after I complete the program?
This program will serve as a preparation to certification testing. Certification tests are administered independently and you must have two years of field related work experience before you can become eligible for certification. Our goal is to equip you with the knowledge necessary to successfully complete these tests when you are ready to take them.

While attending class can I work on my own vehicle?
Yes, if the job you intend to perform is relative to the subject area being studied, you can fill out the necessary form(s) to use your vehicle as a live project. It is however at the instructor's discretion.

What is the average income of an Automotive Technician?
After certification has been achieved, an annual income of 40 to 60 thousand dollars per year can be achieved. Most automotive techs are paid on commission so your income greatly depends on your ability. It is imperative that you get proper technical training, that's where we come in!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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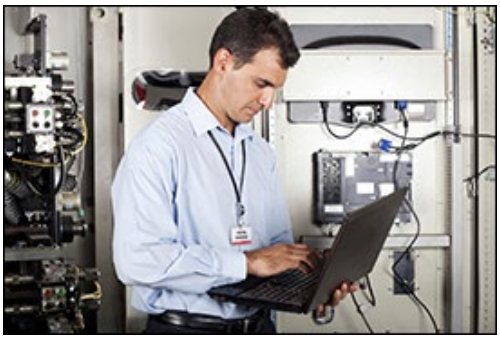
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Building Automation Systems

Course Schedule | **Financial Aid** | **Tuition**

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

Program Requirements

Degree Level

Building Automation Systems Degree

Diploma Level:

Building Automation Systems Diploma

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Building Automation Systems Degree

Diploma Level:

Building Automation Systems Diploma

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Business Management

Course Schedule | **Financial Aid** | **Tuition**

The **Business Management** program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Business Management Associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Students complete a specialization in one of the following areas: general management, human resource management, mining management, and service sector management. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action.

The **Applied Technical Management** degree allows a student to complete a diploma in any technical college program area and continue to this Associate of Applied Science Degree. 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. Students must complete a technical college diploma program prior to admission to this degree.

For information regarding Business Management Programs, please contact:

Larry Cranford
Forsyth Campus
Phone: 678-341-6612
email: lcranford@laniertech.edu

Michael Winterhalter
Oakwood Campus
Phone: 770-533-6975
email: mwinterhalter@laniertech.edu

Program Requirements

Degree Level

- Applied Technical Management Degree
- Business Management Degree

Diploma Level:

- Business Management Diploma

Certificate Level:

- Bilingual Customer Service Specialist Certificate

Supervisor/Management Specialist Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Applied Technical Management Degree

Business Management Degree

Diploma Level:

Business Management Diploma

Certificate Level:

Bilingual Customer Service Specialist Certificate

Supervisor/Management Specialist Certificate

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Frequently Asked Questions

How long does it take to complete the Business Management diploma program?
An average student will take two years to complete the diploma.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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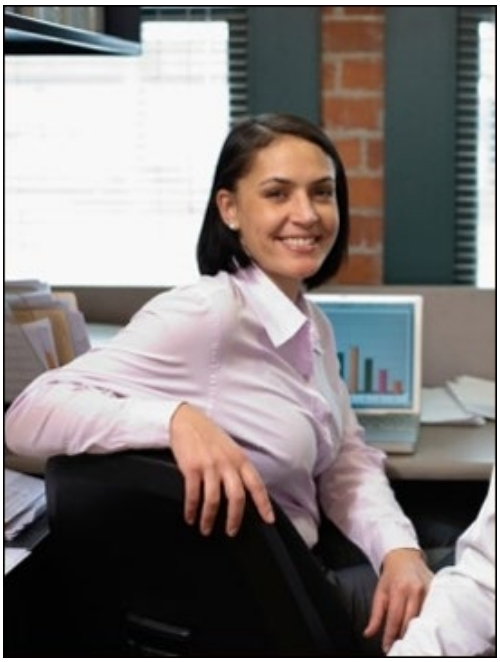
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Business Technology

Course Schedule | **Financial Aid** | **Tuition**

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

BUSN 1440 Exemption Requirements
COMP 1000 Exemption Requirements
BUSN 1440 and COMP 1000 Exemption Test Schedule

Program Requirements

Degree Level

Business Technology Degree

Diploma Level:

Business Technology Diploma

Certificate Level:

Medical Front Office Assistant Certificate

Microsoft Excel Application Professional Certificate

Microsoft Office Applications Professional Certificate

For information regarding Business Technology Programs, please contact:

Rushia Cooper
Campus: Barrow
(770) 297-4515
rcooper@laniertech.edu

Elizabeth Ortiz
Campus: Forsyth
(678) 341-6654
eortiz@laniertech.edu

Deborah Collett
Campus: Oakwood

(770) 533-6945
dcollett@laniertech.edu

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Business Technology Degree

Diploma Level:

Business Technology Diploma

Certificate Level:

Medical Front Office Assistant Certificate

Microsoft Excel Application Professional Certificate

Microsoft Office Applications Professional Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Chad Edwards, Commercial Truck Driving Program Director
cedwards1@laniertech.edu
770-533-7072



Stanley Pierce, Commercial Truck Driving Instructor
spierce@laniertech.edu
770-533-7073

Commercial Truck Driving

Course Schedule | **Financial Aid** | **Tuition**

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

Prospective students will first apply to Lanier Technical College and complete admissions testing before the need to submit the following for acceptance into the program. Once accepted to Lanier Tech, prospective students will need to acquire a Commercial Learner's Permit (CLP), submit a satisfactory 7 year Motor Vehicle Report (MVR) and pass both a DOT physical and DOT drug screening prior to admission to the CTD program. "Satisfactory" is defined as no more than 8 points and 3 moving violations in the last 7 years and no DUI within the last 3 years. The CLP license must be attained before having a DOT drug screening. MVR, DOT physical and DOT drug screening must all be dated no earlier than 30 prior to the first day of class. Further, random drug testing is required during the course of the CTD program.

Commercial Truck Driving is a high-cost program and requires an increased tuition of $132 per credit hour in addition to a Fuel Surcharge of $185 and other mandatory fees. Please see our Tuition Page for additional details.

Classroom sessions are at our Hall Campus..

Program Requirements

Certificate Level

Commercial Truck Driving Certificate

Sample Graduation Plans

Frequently Asked Questions

Certificate Level

Commercial Truck Driving Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Computer Information Systems

Course Schedule | **Financial Aid** | **Tuition**

Information Technology (IT) has become an integral part of modern life. Among its most important functions are the efficient transmission of information and the storage and analysis of information. The workers described below all help individuals and organizations share and store information through computer networks and systems, the Internet, and computer databases.

Program Requirements

Degree Level

- Computer Support Specialist Degree
- Internet Specialist - Web Site Design Degree
- Networking Specialist Degree

Diploma Level:

- Computer Support Specialist Diploma
- Internet Specialist - Web Site Design Diploma
- Networking Specialist Diploma

Certificate Level:

- CISCO CCNP Specialist Certificate
- CISCO Network Specialist Certificate
- Internet Specialist Website Developer Certificate
- Linux/UNIX System Administrator Certificate
- PC Repair and Network Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

- Computer Support Specialist Degree
- Internet Specialist - Web Site Design Degree
- Networking Specialist Degree

Diploma Level:

- Computer Support Specialist Diploma
- Internet Specialist - Web Site Design Diploma
- Networking Specialist Diploma

Certificate Level:

- CISCO CCNP Specialist Certificate
- CISCO Network Specialist Certificate
- Internet Specialist Website Developer Certificate
- Linux/UNIX System Administrator Certificate
- PC Repair and Network Technician Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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We welcome clients from the general public to come in for services. Clients under 18 must be accompanied by a parent or legal guardian.

Cosmetology

Course Schedule | **Financial Aid** | **Tuition**

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

Program Completion

Students admitted into the Cosmetology program must complete all courses within five(5) years of admittance into the program. Those who fail to complete within the time limit must repeat all cosmetology courses.
Please Note: Once a student enters the Cosmetology program on one campus, they must take all their courses on that campus, and online courses offered through their instructors.

Shampoo Technician

The Shampoo Technician Technical Certificate of Credit introduces courses that prepare students for careers in the field of Cosmetology as Shampoo Technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, as well as theory of hair styling, artificial hair, braiding/intertwining hair, reception sales, management, employability skills, and work ethics.

Minimum Grade Requirement:

The Georgia State Board of Cosmetology requires a minimum grade of C in all

COSM (Cosmetology) courses.

Program Requirements

Diploma Level:

Cosmetology Diploma

Certificate Level:

Hair Designer Certificate

Shampoo Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Cosmetology Diploma

Certificate Level:

Hair Designer Certificate

Shampoo Technician Certificate

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Frequently Asked Questions

How old do I have to be to take the State Board examinations?

You must be 17 years of age.

How many hours do I need in order to graduate?

You will need to complete 1,500 hours.

When can I start the program?

Dawson Campus:

Students are admitted into the Cosmetology program to take their core classes any semester. The Cosmetology courses are scheduled to start for evening program Summer 2015 and Spring 2016. The day Cosmetology courses are scheduled to start Fall of 2015 and Summer of 2016. Space is limited to 15 students for day and evening programs. Registration is on a first come first serve availability. If you have any questions please contact one of the Dawsonville advisors:

Angelia Brown at 678-513-5204 or email at abrown2@laniertech.edu.
Jayna Durden at 678-513-5206 or email at jdurden@laniertech.edu

Oakwood Campus:

Students are admitted into the Cosmetology program to take their core classes any semester. The Cosmetology courses are scheduled to start for evening program Summer 2015 and Spring 2016. The day Cosmetology courses are scheduled to start Fall of 2015 and Summer of 2016. Space is limited to 20 students for day and evening programs. Registration is on a first come first serve availability. If you have any questions please contact one of the Oakwood advisors:

Jacqueline Mann at 770-533-6950 or email at jmann1@laniertech.edu
Octavia Burns at 770-533-6977 or email at oburns@laniertech.edu
Joy Dyer at 770-533-6984 or email at jdyer@laniertech.edu

Additional Information on the
Cosmetology Program

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Criminal Justice Technology

Course Schedule | **Financial Aid** | **Tuition**

The Criminal Justice Technology program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Program Requirements

Degree Level

Criminal Justice Technology Degree

Diploma Level:

Criminal Justice Technology Diploma

Certificate Level:

Criminal Justice Specialist Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Criminal Justice Technology Degree

Diploma Level:

Criminal Justice Technology Diploma

Certificate Level:

Criminal Justice Specialist Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Culinary Arts

Course Schedule | **Financial Aid** | **Tuition**

The Culinary Arts program prepares students for employment within many facets of the food service industry. Students will obtain technical skills training, focusing on food preparation, sanitation, nutrition, marketing, catering, management fundamentals, and work ethics.

Program Requirements

Degree Level

Culinary Arts Degree

Diploma Level:

Culinary Arts Diploma

Certificate Level:

Baking and Pastry Specialist Certificate

Catering Specialist Certificate

Culinary Nutrition Assistant Certificate

Food Production Worker I Certificate

Prep Cook Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Culinary Arts Degree

Diploma Level:

Culinary Arts Diploma

Certificate Level:

Baking and Pastry Specialist Certificate

Catering Specialist Certificate

Culinary Nutrition Assistant Certificate

Food Production Worker I Certificate

Prep Cook Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Information Session Calendar

Dental Assisting

Course Schedule | **Financial Aid** | **Tuition**

The Dental Assisting accredited program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting.

Dental Assisting Admissions Policy

- The Dental Assisting program accepts a maximum of 21 core complete students using a competitive admissions policy. The program faculty will rank applicants according to a point system. Students should refer to the dental assisting admissions calculation sheet for additional information related to ranking. Students will be notified of their acceptance by the mid-point of spring semester. Students who do not initially gain acceptance will be required to repeat the process for any additional attempts to begin the program.
- Students will request the Dental Assisting program as their program of study when submitting their application for admissions. Students will be placed into the Health Care Assistant Technical Certificate of Credit (TCC) by Student Services before being accepted into the Dental Assisting program. Students are required to attend one dental assisting program information session. Students will be given a Dental Assisting application at the end of the information session that they attend. If there is a tie for the last opening in the program, the student application that was received earliest will be the student accepted.
- Students must be certified in American Heart Association Basic Life Support for Healthcare Professionals.
- Students must complete ALHS1011, ALHS1040, ENGL1010 and COMP 1000 before the beginning of spring semester.
- Students must have a minimum cumulative Lanier Technical College GPA of 2.0 before spring semester. The student's cumulative Lanier Technical College

GPA will be used in the admissions process. The cumulative Lanier Technical College GPA is inclusive of all college grades regardless of whether or not the attempted course was related to dental assisting courses.

*Meeting the minimum program criteria does not guarantee acceptance into the program.

Accreditation

The program in dental assisting is accredited by the Commission on Dental Accreditation [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/100.aspx.

PROGRAM ACCREDITATION COMPLAINT PROCEDURE:
The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff or students.
A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

CODA Third Party Comments:

The Dental Assisting program continually strives to provide quality education through program evaluation and improvement. As part of this process, the Commission on Dental Accreditation will be visiting Lanier Technical College in October to evaluate the program. The third-party comment request allows third-parties to make comments and recommendations about the program as they relate to the Commission's standards.

The Commission on Dental Accreditation requests that parties interested in making comments concerning the Lanier Technical College Dental Assisting program send comments no later than sixty (60) days prior to the program's site visit. All comments must relate to accreditation standards for the discipline and required accreditation policies. Additional Information.

Program Requirements

Diploma Level:

Dental Assisting Diploma

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Dental Assisting Diploma

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Frequently Asked Questions

Can a graduate work as a dental assistant in an orthodontic office when they finish the program?
Yes, some orthodontic offices will hire graduates upon completion of the program.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Preprogram Orientation Sessions
Admission Criteria
Core Classes
Core Course Sequence
TEAS for Allied Health
Bloodborne Pathogens / Infectious Diseases Policy
Program Costs
Occupational Courses Sequence

Kim Duncan, Dental Hygiene
Administrative Assistant
kduncan@laniertech.edu
770-533-6936

Dental Hygiene

Course Schedule | **Financial Aid** | **Tuition**

The Dental Hygiene Program consists of a sequence of courses that prepares students for positions in the dental profession as a dental hygienist. 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 a Dental Hygiene Associate of Applied Science Degree, and are eligible to sit for the National Board Dental Hygiene Examination and The Central Regional Dental Testing Services Examination, both of which are required for licensure to practice dental hygiene in the state of Georgia.

Accreditation

The program in dental hygiene is accredited by the Commission on Dental Accreditation 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/100.aspx.

PROGRAM PHILOSOPHY

The philosophy of the dental hygiene program is to provide a comprehensive, quality education in the classroom, clinic, and community.

Program Goals

Goal 1 – Provide comprehensive dental hygiene education and training to meet community workforce needs.

- Encourage professionalism and ethics in all endeavors.
- Develop communication.
- Develop motor skills to provide efficient and safe patient care.



678-989-3118 (fax)

Would you like a dental hygiene appointment?
Dental Hygiene Services



Dr. David Byers, Dental Hygiene Program Director
dbyers@laniertech.edu
770-533-6932



Vanessa Jones, Dental Hygiene Senior Class Clinic Coordinator
vjones@laniertech.edu
770-533-6948



Lisa Linville, Dental Hygiene Junior Class Clinic Coordinator
llinville@laniertech.edu
770-533-6970

- Provide didactic training to create a knowledgeable graduate.
- Introduce students to volunteer-based community services.

Goal 2 – Provide opportunities for students and graduates to advance technical training and research opportunities.

- Pursue articulation agreements with institutions of higher learning.
- Recognize diverse career pathways for dental hygienists.
- Promote lifelong learning among students and graduates.
- Develop evidence-based research skills through community service projects.

Goal 3 – Maximize student retention and program completion rates by maintaining the quality of healthcare graduates.

- Recognize program candidates best suited for success in the program.
- Provide advisement for student improvement.
- Review and evaluate student pass rates on the National Board and Regional Board (CRDTS).
- Monitor job placement rates

Goal 4 – Seek ongoing capacity development and quality improvement for the dental hygiene program.

- Acquire and maintain equipment to provide learning opportunities in all aspects of dental hygiene care.
- Participate in continuing education to maintain properly educated faculty and staff.
- Manage an institutional effectiveness model including assessment, evaluation and planning for continuous improvement of the dental hygiene program.

Program Information

The Dental Hygiene Degree program admits fifteen students once per year at the beginning of the Fall Semester. The length of the program is 5 semesters, including a summer semester, over a period of 21 months. Interested students must first enter the Interdisciplinary Studies Degree program to meet the minimum core requirements. Acceptance into the Interdisciplinary Studies Degree program and meeting the minimum requirements for program admission does not guarantee an applicant's acceptance into the Dental Hygiene Degree program.

Entrance Requirements

Admission into the Dental Hygiene Degree program involves a competitive selection process. In order to be considered for program admission, the applicant must:

- Apply for admission to Lanier Technical College. Select the Interdisciplinary Studies Degree as your major. If you have completed all your core coursework and you are transferring from another college, apply for the summer semester prior to the fall semester you plan to begin the Dental

Hygiene Program.

- Complete all 38 hours of core coursework prior to the May 15th deadline with a minimum grade of "C" in each course.
- Achieve a minimum GPA of 3.0 with the core classes.
- All transcripts from prior colleges must be received by LTC prior to the May 15th deadline.
- Take the TEAS for Allied Health test. Print a hard copy of the results to submit with your application.
- Attend one of the pre-program orientation sessions for Dental Hygiene. These sessions will be announced in February or March.
- Submit all completed Dental Hygiene Program admission documentation to the Dental Hygiene Department Administrative Assistant by May 15th.

Program Requirements

Degree Level

Dental Hygiene Degree

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Dental Hygiene Degree

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Frequently Asked Questions

How time intensive is the program?
The program is very time intensive. The program schedule will be similar to a full-time job and will include both didactic courses and clinical requirements. There will also be outside school requirements that may occur after hours or on weekends. The student is expected to have a flexible schedule in order to meet these requirements.

What is my declared major while taking the core courses?
A student planning to gain entry into one of the Allied Health competitive admissions programs at Lanier Technical College can meet that goal by first enrolling in the Associate of Applied Science Interdisciplinary Studies degree. This degree includes all the core courses required to gain admission into the following programs: Dental Hygiene, Radiologic Technology, Health Information Management Technology, Surgical Technology, and Physical Therapy Assistant. Enrollment in the AIS degree allows the student to customize their core courses to meet the requirements to gain entry into their field of choice, but since admissions is competitive, it provides additional opportunities to those who do not initially meet the criteria. Once the student gains admission into the desired program, their major will be changed accordingly. Details concerning the AIS degree can found viewed at:
http://www.laniertech.edu/AcademicPrograms/LTCPrograms.aspx?id=117

What courses must be taken to be considered for the Dental Hygiene Degree program?
See Pre-Dental Hygiene Core Courses.

Is there a suggested sequence to meet the core courses requirements?
See Core Sequence.

What courses may be taken to satisfy the Humanities/Fine Arts requirement?
Courses offered at Lanier Technical College that will meet this requirement include ARTS 1101, HUMN 1101, MUSC 1101, ENGL 2110, and ENGL 2130.

Do I have to take all the core courses at LTC or can I transfer in coursework?
The core classes can be taken at other institutions and transferred to Lanier Technical College. If the course title is not identical the student should not assume that the course will transfer. If there are any questions concerning the transfer of courses to LTC the Registrar should be contacted at registrar@laniertech.edu.

What is the deadline to have all information submitted to apply for program admission?
The deadline to submit the application information is May 15th or the following Monday if May 15th occurs on a Friday, Saturday or Sunday. Completed applications should be delivered to the Dental Hygiene Administrative Assistant.

What paperwork should be turned in to the Dental Hygiene Administrative Assistant to complete my application to the DHYG program?

-Completed Dental Hygiene Program Application

-Copy of TEAS score (include a copy for every time the test has been attempted)

-Verification of attendance for pre-program orientation session

What courses will I take after entering the Dental Hygiene Degree program?
See Dental Hygiene Graduation Plan.

Is there any other information I should know?

The 15 students accepted into the Dental Hygiene Degree program will be required to obtain CPR certification. Arrangements will be made during the summer semester prior to program entry for the new cohort of 15 students to receive CPR certification.

Proof of current immunizations will need to be provided.

Program applicants should be aware of the Bloodborne Pathogens / Infectious Diseases Policy in relation to patient care.

Estimated program costs.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Design and Media Production Technology

Course Schedule | **Financial Aid** | **Tuition**

You see it everywhere, on every wall, on every package in every store, on every smart phone, every website, on the app that you downloaded, and on and in many of the cars you see or drive on the road. **You live in the visual world.** All of it is designed, created, produced, printed, uploaded, projected, streamed, downloaded and shared by a **Digital Media and Production Specialist.**

The visual impact of **everything you see changes your world**. How visual information is presented influences what you choose, what you buy, what you think, how you feel.

One of the biggest industries in the world--**Visual Media Production**--is in front of you every day! **The visual media industry has great paying, fun, and creative jobs!**

Who creates the visual media? You can. The visual media specialist includes graphic designers, Photoshop editors, web animators, magazine designers, web page editors, and many other visual media skilled professionals. For example most photographs that you see in magazines, or on the web, have been edited with Photoshop. You will learn Photoshop and many other tools in the Lanier Technical College Design and Media Production Technology Program.

Design and Media Production Technology students **use state-of-the-art media creation techniques and production technologies** for demanding employers:

- Image editing with **Adobe Photoshop CC** for high end magazine illustration, mass media embedded usage, print publications, web delivery, etc.
- Vector design with **Adobe Illustrator CC** to make visuals for apps, programs, games, anything, and virtually everything.
- Leading edge layout with **Adobe InDesign CC** to create media presentations for publications in web and print.
- Presentation of designs, projects, and products in **physical and virtual space**.

Design and Media Production Technology at Lanier Technical College is a **proven, professional, hands-on curriculum** focused on:

Develop job-ready candidates with in demand, professional level skills

Create media projects work using defined professional standards

Combine real-world professional projects and live-work opportunities into the curriculum

Create student portfolios from actual commercial media projects

Work at the professional quality level and speed demanded by employers

Utilize industry standard critique cycle to accelerate professional performance

Learn how YOU can be the Digital Media and Production Specialist!

Program Requirements

Degree Level

Design and Media Production Technology Degree

Diploma Level:

Design and Media Production Technology Diploma

Certificate Level:

Advertising Layout Specialist Certificate

Design and Media Production Specialist Certificate

Digital Illustration Specialist Certificate

Graphic Design & Prepress Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Design and Media Production Technology Degree

Diploma Level:

Design and Media Production Technology Diploma

Certificate Level:

Advertising Layout Specialist Certificate

Design and Media Production Specialist Certificate

Digital Illustration Specialist Certificate

Graphic Design & Prepress Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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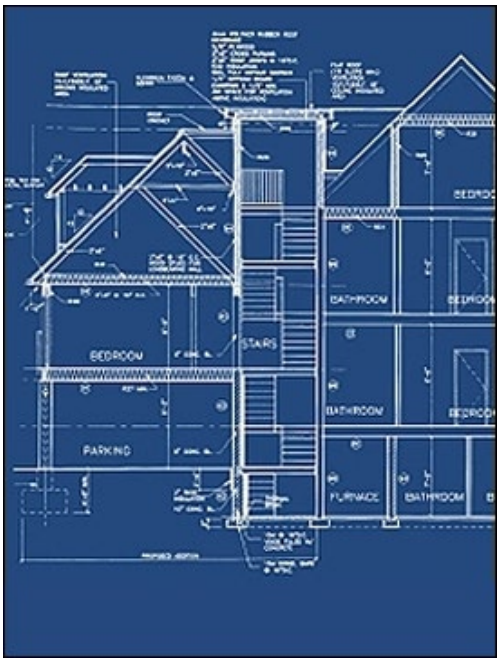
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Drafting Technology

Course Schedule | **Financial Aid** | **Tuition**

The Drafting Technology program is designed to prepare students for employment in a variety of positions in the drafting 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 upgrade present knowledge and skills or to retrain in drafting.

Program Requirements

Degree Level

- Drafting Technology Degree

Diploma Level:

- Drafting Technology Diploma

Certificate Level:

- Advanced CAD Technician Certificate
- Architectural Systems Drafter Certificate
- CAD Operator Certificate
- Drafters Assistant Certificate

Sample Graduation Plans

- Frequently Asked Questions

Degree Level

Drafting Technology Degree

Diploma Level:

Drafting Technology Diploma

Certificate Level:

Advanced CAD Technician Certificate

Architectural Systems Drafter Certificate

CAD Operator Certificate

Drafters Assistant Certificate

Apply Now!

Frequently Asked Questions

Is this program offered completely online?
Not at this time. Only the core classes can be taken online. At present there is not any drafting classes online, but the drafting classes are web enhanced.

Which semesters do you accept students into this program?
The drafting program accepts new students every term.

The beginning drafting course, DFTG 1101 CAD Fundamentals, is offered twice a year, for both day and evening classes, during the fall and spring semesters. If a student begins his/her drafting program other than fall or spring semester, they will be limited to core courses such as Math 1013, Math 1015, Engl 1010, Comp 1000, and Empl 1000.

Is it possible for a student to take all his/her class work in the evening?
Yes, students can complete the drafting program by taking all course work in the day or evening or mixing day and evening classes. In some situations, a student may have to take a day class or an evening class because some core courses are offered only once a year.

Is it possible for students in the drafting program to take program courses and remedial courses at the same time?
Yes, students may take remedial courses and program courses during the same term. It is recommended to have most of the remedial courses completed before starting the program courses. If more than one remedial course is required, a student may elect to complete all his/her remedial work and core classes before starting the drafting program of study. Students need to consider how much time they can allow for their course work and what will be their best schedule.

Is there a selection process for this program?
No, there is no selection process. Classes are filled on a first come basis.

What are your office hours?
Office hours are Monday through Thursday 3:00 pm to 4:00 pm.

Can a student start their occupational courses before completing their core courses?
Yes, students can take their program courses and core courses during the same term.

Approximately how long will it take to complete the program if enrolled:
Full-time? 4 Terms; Part-time? 7 Terms

Is the drafting program offered at different locations?

No, the drafting program offers both evening and day classes at the Oakwood campus only. Please contact David Roberson at 770-533-6979 or droberson@laniertech.edu for more information.

What are the different options under the drafting program?
Students have 3 options under the drafting program. A student can enroll in the certificate, diploma, or degree program. The **certificate** program is a series of courses taken from the diploma program. The certificates are sequential and a student can complete up to 5 different certificates. The **diploma** program is a series of courses divided into core, fundamental, and specialization courses. In the diploma program a student completes the core, fundamental courses and then chooses a specialization, either mechanical or architectural specialization. The mechanical covers machine shop and general mechanical applications. The architectural covers residential drafting and architectural related areas. A student is not limited to one specialization and may complete both mechanical and architectural specializations. The **degree** has the same drafting classes as the diploma but the core courses are different and the elective hours increased. Some students elect to complete the diploma program and then add the degree.

What is the difference between the HOPE grant and the HOPE scholarship?
This is confusing to most people. The HOPE grant is for diploma and certificate seeking students and the HOPE scholarship is for the degree seeking students. Sometimes a student will qualify for the HOPE grant and not the HOPE scholarship. The requirements for each are different and a student should talk to a financial aid specialist to discuss their options.

If a degree seeking student does not qualify for the HOPE scholarship, what is their best option?
Many students who do not qualify for the HOPE scholarship may qualify for the HOPE grant and elect to enroll in the diploma program. The drafting courses are the same for the degree and diploma. Later, a student can change their major to the degree program without any penalty from financial aid. At this point, the student may qualify for the HOPE scholarship and should contact a financial aid specialist for an evaluation of their transcript.

Are there other scholarships available?
Yes, there are other scholarships available. The PELL grant is a federal grant for students and there are other scholarships that may be available. A student needs to discuss their needs with a financial aid specialist.

What is the cost to attend Lanier Technical College?
As of spring semester 2012, Tuition cost is $85.00 per credit hour up to 15 credit hours. HOPE will pay $60.75 per credit hour.

How much can I expect to pay for any fees not covered by Financial Aid (supplies, uniforms, insurance, and any other fees associated with the program)?
There are no program fees but there are fees which total $188.00 for regular students per term.

What types of jobs are available to those who complete the program?
Most of the jobs are in the machine or mechanical area, such as Harris, Roper Pump, Patterson Pump, Stork, Cantrell Machine and other manufacturing companies. We do place some people in the architectural related areas such as cabinet drawings, roof and floor joist layouts, and other architectural related building products.

What is the job market outlook for graduates of this program?
The job market is reflective of our economy. If home construction is down, so are the architectural jobs. At present the economy is having an effect on job placement, but we are still placing students in jobs. We are having better success in the mechanical area.

Where are the majority of jobs located?
The jobs are located over northeast Georgia with a concentration around the major road arteries of I-85, I-985, and Ga. 400. The range of student placement

has been from Toccoa to Alpharetta, from Jefferson to Dawsonville, and from Norcross to Dahlonega.

What is the expected salary range?
The average starting salary is $12.50 to $15.00 per hour. We have had several drafting students starting in the 19 and 20 dollar range.

What software is used in the drafting program?
From Autodesk we have AutoCAD, Inventor, and Revit. We also have SolidWorks.

Can students receive a student version of the software?
Student can receive a discounted student version of SolidWorks. Autodesk will allow students to download a student version free of charge.

What are the steps to enroll at Lanier Technical College?
1. Submit an application. (online, mail, or in person)
2. Submit an official high school or an official GED transcript
3. Request an official transcript from all colleges attended
4. Take the placement test

Additional Information on the
Drafting Program

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Early Childhood Care and Education

Course Schedule | **Financial Aid** | **Tuition**

The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment.

Program Requirements

Degree Level

- Early Childhood Care and Education Degree

Diploma Level:

- Early Childhood Care and Education Diploma

Certificate Level:

- CDA Preparation Certificate
- Child Development Specialist Certificate
- Early Childhood Care and Education Basics Certificate
- Early Childhood Program Administration Certificate
- Infant and Toddler Child Care Specialist Certificate

Sample Graduation Plans

- Frequently Asked Questions

Degree Level

Early Childhood Care and Education Degree

Diploma Level:

Early Childhood Care and Education Diploma

Certificate Level:

CDA Preparation Certificate

Child Development Specialist Certificate

Early Childhood Care and Education Basics Certificate

Early Childhood Program Administration Certificate

Infant and Toddler Child Care Specialist Certificate

Apply Now!

Frequently Asked Questions

What kind of job can I get with the ECCE diploma/degree?
Here is a list of possible employment opportunities.

Head Start teaching assistant
GA Pre-K assistant teacher
Child Care Center lead teacher
Child Care Center administrator
Paraprofessional (public and private schools)
Special Needs assistant teacher
Family Home Day Care provider
Special Education Paraprofessional
YMCA childcare and after school
Nanny

How long does it take to complete the program?
This completion time varies depending on several factors. If you must complete any learning support classes, that can add on an extra semester or two. Also how many classes are taken each semester? You can take up to 18 hours, but be sure not to overload your schedule; you want to be successful. We do have certificate programs which can be completed in one to three semesters. The diploma is 53 hours and the degree requires 72 hours for graduation. Most of the certificate and diploma classes can be transferred to the degree.

Can I become an elementary school teacher with this degree?
To become an elementary school teacher, you need a bachelor's degree and a teaching certificate. We do not offer bachelor's degrees at Lanier Tech College. We do offer an Associate Degree in Early Childhood Care and Education. For more information on this, please talk with an ECCE instructor.

How much does it cost to take these classes?
Some students will qualify for the HOPE grant. The HOPE grant covers most of the tuition cost for students in the diploma and certificate programs. Students in the degree programs may qualify for the HOPE scholarship. The HOPE scholarship does have more restrictions. Some students may also qualify for the PELL grant. You would need to contact a financial aid counselor to see what financial aid you qualify for.

How much money can I make in this field?
The salary in the ECCE field varies greatly. The range is approximately $14,000 to $40,000 a year.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Electrical Systems Technology

Course Schedule | **Financial Aid** | **Tuition**

Georgia Runs on Electricity!

Companies in Georgia are looking for skilled electricians. Governor Nathan Deal is helping Georgia's economy expand with the *Go Build Georgia* program. Georgia's economy is growing, and skilled tradesman and tradeswomen are in demand! As a skilled electrician you can help keep Georgia running and energized.

The **Electrical Systems Technology** program at **Lanier Technical College** offers an engaging learning atmosphere for those wishing to learn an electrical trade. The EST program provides the student an opportunity to gain electrical knowledge and skills that are in demand by manufacturers, construction companies, and maintenance companies. The National Electric code and OSHA safety procedures are incorporated into all Electrical System Technology courses.

The EST program also provides students with a jump start toward obtaining their state electrical license. The **Electrical Systems Technology** program is offered at **Lanier Technical College's Dawson campus.** Ensuring that student's have mastery of skills is the primary focus of the knowledgeable and highly skilled instructors.

Along with acquiring knowledge of the electrical trade, students are challenged to become more critical thinkers and better problem solvers. These are the very attributes that employers value. If you are the type of person who likes to solve problems and see tangible evidence of a day's work, the **Electrical Systems Technology** program can provide you with training that can lead to a rewarding career.

The **Electrical Technology Diploma Program** offers skill development in the following processes and areas:

Industrial Safety

Residential Wiring

Commercial Wiring

Motor Controls

Trouble Shooting

Energize your future with a career in Electrical Systems Technology from Lanier Technical College!

Program Requirements

Diploma Level:

Electrical Systems Technology Diploma

Certificate Level:

Residential Wiring Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Electrical Systems Technology Diploma

Certificate Level:

Residential Wiring Technician Certificate

Apply Now!

Frequently Asked Questions

When I finish my classes, will I be a Certified Electrician.
When you finish your classes you will have a Certificate of Completion and will be a Certified Electrician. This will allow you to go to work with a Licensed Electrician to obtain the necessary experience needed to qualify for the right to take the Master Electrician Exam.
To be a State Licensed Electrician, you must have four years of field experience. You will then be allowed to take the State Electrical Exam. This exam is 8 hours and has a 70% fail rate. After passing the test, you will be a state licensed MASTER ELECTRICIAN and can start-up and own your own Electrical Contracting Company.

Will the time I spend in classes count toward work experience.
Yes! The maximum a two years school program counts is one year of work experience. To qualify for the exam the Secretary of State requires four years of experience and a signed reference from a licensed Electrical Contractor that you have worked in the trade and have the knowledge to be an Electrical Contracor.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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The **Electrical Utility Technology** programs at Lanier Tech can be your springboard to a very promising future in the Electrical Utility Industry.

Nearly half of the 400,000 utility workers will be retiring in the next ten years.

Turn your Lanier Tech EUT Associate's Degree into a Bachelor's Degree with Bismarck State College. LTC to Bismarck Guide

Electrical Utility Technology

Course Schedule | **Financial Aid** | **Tuition**

The Electrical Utility Technology program is a sequence of courses designed to meet the needs of the student interested in attaining entry-level knowledge and skill necessary to work in the electrical utility industry. The program also provides the student with an avenue to pursue opportunities in other areas of the utility industry. Learning opportunities develop academic, technical, and professional knowledge, work ethics, and practical skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electrical utility theory and practical application necessary for employment.

Program Requirements

Degree Level

Electrical Utility Technology Degree

Diploma Level:

Electrical Utility Technology Diploma

Certificate Level:

Electrical Utility Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Electrical Utility Technology Degree

Diploma Level:

Electrical Utility Technology Diploma

Certificate Level:

Electrical Utility Technician Certificate

Apply Now!

Frequently Asked Questions

What is EUT?
Electrical Utility Technology

What is the difference between electrical engineering and electronic engineering?
Electrical Engineering is the study and application of charge movement (electrons) in a metal such as copper, aluminum, gold, silver, etc.

Electronic Engineering is the study and application of charge movement (electrons and/or holes) in a gas, vacuum, or semiconductor (silicone, carbon, germanium, etc.)

A gold diamond ring demonstrates both. Gold is to electrical engineering as a diamond is to electronic engineering.

What is an electron in electrical and electronic engineering?
A negative charge carrier

What is a hole in electronics (solid state physics)?
A positive charge carrier

Can you show me an EUT SuperStar Technician?
The EUT program prepares students for entry level and internship employment in the electrical transmission and distribution of power industry. Once employed, the graduate will first experience many hours of company safety training followed by a career of apparatus and safety training. ***All of our graduates will work on apparatus near the ground, never make direct contact with uninsulated engergized conductors, and not as close to the power station and/or at distribution voltages as show in the Web video link below.*** Decades of EUT education, experience, safety training, and more safety training are required for what you are about to see.

The SuperStars of EUT

What career opportunities will be avaliable after graduation?
The EUT degree is for those individuals who seek a long term career working with engineers and linemen in the electrical utility industry.

Career Opportunities:

Pre-Engineering Technician
Engineering Technician
Substation Maintenance Technician
Substation Electrician
Meter Technician
Generator Technician

Is there a Career Guide to the Utility Industry?
U.S. Department of Labor - Bureau of Labor Statistics - Guide to Industries - Utilities

What are the Wages in the Electrical Utility Industry
U.S. Department of Labor Statistics - Occupational Employment Statistics - Occupational Employment and Wages, May 2007 - Electrical and Electronics Repairers, Powerhouse, Substation, and Relay

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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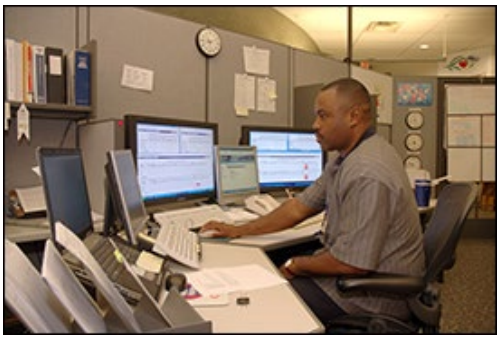
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For information regarding Emergency Management Programs, please contact:

Karen Nowakowski
Program Director of Fire Science and Emergency Management
(770) 533-6942
knowakowski@laniertech.edu

Emergency Management

Course Schedule | **Financial Aid** | **Tuition**

Major emergencies and disasters require knowledgeable and capable leaders to guide organizations and communities through the complexities of responding to and recovering from tragedy. The Emergency Management Program is designed to prepare future and current emergency managers to meeting the challenges of tomorrow's disaster. Students may choose form the diploma or associate's degree program depending upon their goals. At the completion of the program, students will have achieved many of the required prerequisite courses for the Georgia Emergency Management Agency (GEMA) Certified Emergency Manager credential.

Program Requirements

Degree Level

Emergency Management Degree

Diploma Level:

Emergency Management Diploma

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Emergency Management Degree

Diploma Level:

Emergency Management Diploma

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Engineering Technology

Course Schedule | **Financial Aid** | **Tuition**

The Engineering Technology Program is intended to provide the opportunity for students to explore a career in engineering at the professional level. Program graduates will receive an Associate of Applied Science degree in Engineering Technology, qualifying them as engineering technicians with a specialization in mechanical engineering technology, electrical engineering technology, or industrial engineering technology.

Engineering Technology is...
•For individuals who want engineering related careers with a hands-on practical approach.
•A blend of theory-based lecture and hands-on laboratory.
•Topics in cutting-edge technology areas enabling graduates to meet the changing needs of industry.
•Based on understanding the application of engineering principles rather than the mathematical derivations.
•Activities ranging from the applied and practical to the highly theoretical and abstract.

Engineering Technology students...
•Apply technology to the solutions of industrial problems.
•Have considerable knowledge of materials and processes.
•Know how to apply the principles of physical sciences.
•Use instruments rather than tools.

Program Requirements

Degree Level

Engineering Technology Degree

Certificate Level:

Engineering Technology Basics Certificate

Engineering Technology Fundamentals Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Engineering Technology Degree

Certificate Level:

Engineering Technology Basics Certificate

Engineering Technology Fundamentals Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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We welcome clients from the general public to come in for services. Clients under 18 must be accompanied by a parent or legal guardian.

Esthetician

Course Schedule | **Financial Aid** | **Tuition**

New students are accepted Fall semester only!
The Cosmetic Esthetician program is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeons' and dermatologist's offices.

If you love the field of cosmetology, but would like to specialize in the study of skin care, then an esthetician career may be perfect for you. When you've received your esthetician license, your job at a salon is to make the customer feel pampered and relaxed by providing facials, pore cleansing and exfoliation treatments, body wraps and polishes, manicures and/or pedicures, foot reflexology, aromatherapy and spa treatments as well as hair removal (waxing) treatments. Students who train to become a esthetician learn about beautifying the skin through a variety of means, including facials, skin analysis, makeup artistry, pore cleansing, microdermabrasion techniques, European facial treatments, spa treatments using body polishes and wraps, aromatherapy and skin care regimens, foot reflexology, depilation and waxing, and eyebrow shaping and lash tinting. Becoming an esthetician can lead to many different career paths, including salon, spa and resort employment, manicurist, pedicurist or manager. Individuals who become estheticians also find rewarding careers in cosmetics marketing, purchasing, or beauty consulting. If you like pampering your customers, this may be the career for you.

Program Requirements

Certificate Level:

Esthetician Certificate

Sample Graduation Plans

Frequently Asked Questions

Certificate Level:

Esthetician Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

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Fire Science Technology

Course Schedule | **Financial Aid** | **Tuition**

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

Firefighter/EMSP Diploma
Students admitted to this diploma will complete the Fire Science courses prioring to entering the Paramedicine courses.

Program Requirements

Degree Level

Fire Science Technology Degree

Diploma Level:

Fire Science Technology Diploma

Firefighter/EMSP Diploma

Certificate Level:

Advanced Fire Administration Certificate

Basic Fire Company Officer Certificate

Fire Fighter I Certificate

Fire Fighter II Certificate

Fire Officer I Certificate

Fire Officer II Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Fire Science Technology Degree

Diploma Level:

Fire Science Technology Diploma

Firefighter/EMSP Diploma

Certificate Level:

Advanced Fire Administration Certificate

Basic Fire Company Officer Certificate

Fire Fighter I Certificate

Fire Fighter II Certificate

Fire Officer I Certificate

Fire Officer II Certificate

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Frequently Asked Questions

Additional Information on the
Fire Science Program

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Program Instructors [+]

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Work Environment [+]

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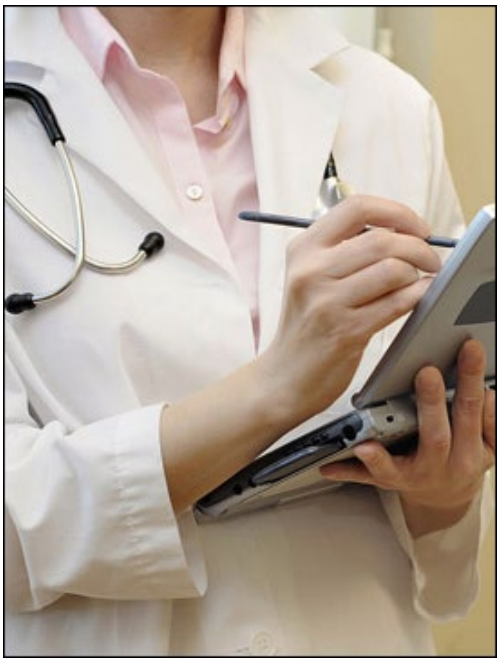
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Health Information Management Technology

Course Schedule | **Financial Aid** | **Tuition**

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

Program Requirements

Degree Level

Health Information Management Technology Degree

Diploma Level:

Health Information Management Coding Diploma

Certificate Level:

Health Information Technology Specialist Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Health Information Management Technology Degree

Diploma Level:

Health Information Management Coding Diploma

Certificate Level:

Health Information Technology Specialist Certificate

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Healthcare Assistant

Course Schedule | **Financial Aid** | **Tuition**

Health Care Assistant Certificate

If you are interested in applying to the Practical Nursing Diploma program, you must first complete required prerequisites. The Health Care Assistant Certificate offers all the core courses needed to apply for this program. Students applying for the Practical Nursing Program will initially be placed into the Health Care Assistant Certificate program.

Practical Nursing Diploma

Students will initially be admitted into the Healthcare Assistant certificate of credit and must successfully complete the following courses with a cumulative average of 2.5 or higher in order to be considered for admission into the Practical Nursing program: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1060, and ALHS 1011. Admission to this program is a competitive process. Please see the program website for complete details for admissions to the Practical Nursing Diploma Program.

In order to receive a certificate for the Health Care Assistant certificate, students must complete one of the Areas of Concentration.

Program Requirements

Certificate Level:

Healthcare Assistant Certificate

Sample Graduation Plans

Frequently Asked Questions

Certificate Level:

Healthcare Assistant Certificate

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Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Horticulture

Course Schedule | **Financial Aid** | **Tuition**

As a HORTICULTURE professional, you need to know more than just how to grow and take care of plants. You need to know how to use the latest design software to create effective and sustainable landscapes. You need to understand the importance of integrated pest management (IPM) in today's environmentally conscious world. You need to be able to set up and manage computer-controlled greenhouses. Whether you want to work for an established firm, build your own nursery, or run your own landscaping company, you need to know how to use barcode scanning to control your inventory, how to make intelligent purchasing decisions, and how to be an effective supervisor.

Landscape Design and Build courses to help you design that perfect landscape for your customers:

- Hand-drawn Landscape and Garden Design
- Computer-aided Landscape Design using Industry Standard Dynascape Software
- Paver and Retaining Wall Design and Installation
- Water Feature Installation
- Landscape and Garden Installation
- Plant Knowledge

Horticulture Business Management and Marketing courses to help you run your horticulture business:

- Garden Center Management
- Landscape Contracting
- Sustainable and Urban Ag Issues
- Horticulture Spanish

Landscape Management courses to prepare you to become a Georgia

Certified Landscape Professional:

Integrated Pest Management (IPM)

Pruning

Turf Management

Irrigation

Equipment Repair

Plant Production courses to help you grow plants for profit:

Irrigation

Plant Propagation

Greenhouse Management

Tree Farm Production

Program Requirements

Degree Level

Horticulture Degree

Diploma Level:

Horticulture Diploma

Certificate Level:

Garden Center Technician Certificate

Landscape Design Technician Certificate

Landscape Specialist Certificate

Sustainable Urban Agriculture Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Horticulture Degree

Diploma Level:

Horticulture Diploma

Certificate Level:

Garden Center Technician Certificate

Landscape Design Technician Certificate

Landscape Specialist Certificate

Sustainable Urban Agriculture Technician Certificate

Apply Now!

Frequently Asked Questions

What kind of jobs and salaries are available in the horticulture industry?

Garden Center Management $30,000 to $40,000

Landscape Designer $30,000 to $45,000

Pesticide Applicator $25,000 to $40,000

Landscape Management $30,000 to $45,000

Greenhouse or Nursery Management $30,000 to $45,000

Turfgrass Maintenance $30,000 to $40,000

Irrigation $35,000 to $40,000

Floral Designer $18,000 to $24,000

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Hotel/Restaurant/Tourism Management

Course Schedule | **Financial Aid** | **Tuition**

The Hotel/Restaurant/Tourism Management (HRTM) program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Beginning with the two certificates below in Forsyth in Spring 2018, Lanier Technical College hopes to grow the HRTM program to include both a diploma and degree, as well as several additional certificates, at our Forsyth and Hall County Campuses.

Program Requirements

Degree Level

- Hotel/Restaurant/Tourism Management Degree

Diploma Level

- Hotel/Restaurant/Tourism Management Diploma

Certificate Level:

- Event Coordinator Certificate
- Front Office Manager Certificate
- Hospitality Customer Service Provider Certificate
- Hospitality Operations Associate Certificate
- Hotel Management Specialist Certificate
- Travel & Tourism Associate Certificate

Travel Agency Operations Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Hotel/Restaurant/Tourism Management Degree

Diploma Level

Hotel/Restaurant/Tourism Management Diploma

Certificate Level:

Event Coordinator Certificate

Front Office Manager Certificate

Hospitality Customer Service Provider Certificate

Hospitality Operations Associate Certificate

Hotel Management Specialist Certificate

Travel & Tourism Associate Certificate

Travel Agency Operations Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Industrial Systems Technology

Course Schedule | **Financial Aid** | **Tuition**

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

Program Requirements

Degree Level

- Industrial Systems Technology Degree

Diploma Level:

- Electrical Control Systems Diploma
- Industrial Mechanical Systems Diploma
- Industrial Systems Technology Diploma

Certificate Level:

- Industrial Electrician Certificate
- Industrial Fluid Power Technician Certificate
- Industrial Motor Control Technician Certificate
- Process Control Technician I Certificate
- Process Control Technician II Certificate

Programmable Control Technician I Certificate

Robotic Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Industrial Systems Technology Degree

Diploma Level:

Electrical Control Systems Diploma

Industrial Mechanical Systems Diploma

Industrial Systems Technology Diploma

Certificate Level:

Industrial Electrician Certificate

Industrial Fluid Power Technician Certificate

Industrial Motor Control Technician Certificate

Process Control Technician I Certificate

Process Control Technician II Certificate

Programmable Control Technician I Certificate

Robotic Technician Certificate

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Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Interdisciplinary Studies

Course Schedule | **Financial Aid** | **Tuition**

Interdisciplinary Studies Degree
The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors, and electives.

Technical Specialist (General Studies) Certificate

Enrolling in the Technical Specialist Certificate is a great way to begin your college career. This certificate provides classes in areas including English, math, humanities, science, psychology, and speech, which are easily transferable to any University System College or University. No matter what program of study you decide to pursue, all programs begin with these general education core courses; therefore, if you are currently unsure what career path you want to follow, you can enroll in this certificate and make progress toward your future degree without having to decide right away about your major.

Students who enroll in the Technical Specialist Certificate will benefit from Lanier Technical College's small classes with more individualized support, and best of all, they can get their general education core credits at a much lower tuition than at a University System College or University. This certificate is also eligible for the HOPE Grant, which does not have a GPA requirement. If your high school grades were not quite up to HOPE Scholarship requirements, you can take your general education courses at Lanier Technical College and receive the HOPE Grant to help further defray the cost of an already affordable tuition. It's a win-win situation: You get general education course credits that transfer to any USG College or University, and you save your hard-earned money.

Program Requirements

Degree Level

Interdisciplinary Studies Degree

Certificate Level:

Technical Specialist Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Interdisciplinary Studies Degree Grad Plan Coming Soon

Certificate Level:

Technical Specialist Certificate

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Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Interiors

Course Schedule | **Financial Aid** | **Tuition**

The Interiors Program at Lanier Tech will:

PREPARE students for employment in today's competitive and lucrative Interior Design Industry.

EDUCATE students in textile and materials usage, blueprint reading, knowledge of building codes and building systems, computer aided drafting, architecture and furniture history, space planning, color theory, lighting technologies, and vendor communication.

PROVIDE hands-on, practical industry experience through a project based, innovative, 21st century curriculum.

Program Requirements

Degree Level

Interiors Degree

Diploma Level:

Interiors Diploma

Certificate Level:

Interior Design Assistant Certificate

Interior Design Sales Consultant Certificate

Interior Window Treatments Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Interiors Degree

Diploma Level:

Interiors Diploma

Certificate Level:

Interior Design Assistant Certificate

Interior Design Sales Consultant Certificate

Interior Window Treatments Certificate

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Frequently Asked Questions

How long will it take?
There are three levels of study within the Interiors Program.

The Interior Design Assistant Certificate will take approximately 3 semesters.

The Interiors Diploma can be completed in approximately 5 semesters.

In order to be awarded an Associate Degree in Interior Design, the course of study will take approximately 5 semesters.

I can only take day (or night) classes? Are classes offered at different times?

Yes, we offer evening, day, hybrid and online classes.

What kind of financial aid can I expect for the Interiors Program?

The Financial Aid experts in the Student Services office will have the correct answers and the best guidance for each individual student.

The contact phone number for Student Services at the Forsyth campus is 678-341-6600.

Are there any additional supplies and costs other than textbooks required for the Interiors classes?

Almost every Interiors class will require some extra supplies in the form of either notebooks, display materials and presentation boards or art materials.

The Resource Studio is fully stocked with textiles, paint swatches, flooring samples, wallpaper books and other materials to be used on the presentation boards for the assignments.

Each student will be given a list of suggested supplies for the complete program of study.

Additional Information on the
Interiors Program

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

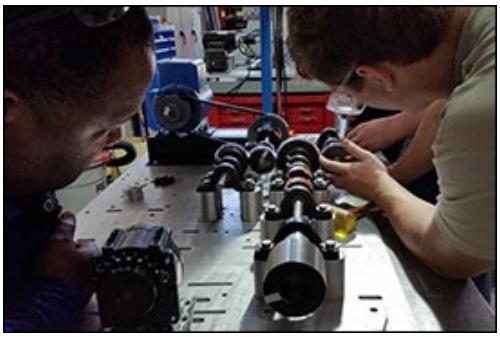
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Job Outlook [+]

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Mechatronics Technology

Course Schedule | **Financial Aid** | **Tuition**

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, PLC's, 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.

Program Requirements

Degree Level

Mechatronics Technology Degree

Diploma Level:

Mechatronics Technology Diploma

Certificate Level:

Mechatronics Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Mechatronics Technology Degree

Diploma Level:

Mechatronics Technology Diploma

Certificate Level:

Mechatronics Technician Certificate

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Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

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Medical Assisting

Course Schedule | **Financial Aid** | **Tuition**

The **Medical Assisting** diploma program prepares competent entry-level medical assistants in the cognitive (knowledge,) psychomotor (skills,) and affective (behaviors) domains. This programs prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Medical Assistants are multi-skilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices, performing administrative and clinical procedures.

Program Accreditation:
The Lanier Technical College Medical Assisting diploma programs are accredited by the Commission on Accreditation of Allied Health Education (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org. Lanier Technical College does not accept credit for experiential learning.

Additional Requirements
- A grade of C or better is required in all Medical Assisting courses in order to graduate from the program.

- A supervised, unpaid externship in an ambulatory health care setting performing administrative and clinical procedures must be completed prior to graduation. The externship experience and instruction of students are meaningful and parallel in content and concept with the material presented in lecture and laboratory sessions. Clinical sites are selected so that each student is afforded a variety of experiences, while at the same time provided consistent learning opportunities. The students in externships are supervised, and are not allowed to receive any kind of compensation. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50. Any student completing externship during the months October to March will be

required to obtain a flu vaccination.

- Students must create an account through Acemapp to be approved to begin their externship. The cost of an Acemapp account is $50.00.

The **Medical Assisting Associate of Applied Science (AAS)** degree is designed to prepare students to enter the medical assisting profession, or add to their knowledge gained in the diploma program. Medical Assisting is one of the fastest-growing, most versatile professions in the health care industry. Combining the AAS degree with the skills learned in the diploma program prepares students to become more competitive for salary increases and job promotions.

Students who have previously earned the diploma in Medical Assisting may transfer all occupational courses into the Medical Assisting degree provided they hold a current CMA certification. For more information, contact the Admissions' Office, or one of the medical assisting staff at Hall, Forsyth, or Barrow Campus.

Program Requirements

Degree Level

Medical Assisting Degree

Diploma Level:

Medical Assisting Diploma

Certificate Level:

Medical Administrative Assistant Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Medical Assisting Degree

Diploma Level:

Medical Assisting Diploma

Certificate Level:

Medical Administrative Assistant Certificate

Apply Now!

Frequently Asked Questions

What is Externship?
MAST1170 (Medical Assisting Externship) is a required class that allows the student to practice working in a medical facility. Students are expected to perform the skills they have been taught during their Medical Assisting classes here at Lanier Technical College in both Administrative and Clinical areas. The class requires that the student work unpaid in a physician's office.

Where can Medical Assistants work?
Medical Assistants are employed at physicians' offices, public health departments, urgent care centers, specialty clinics and other health care facilities.

What types of duties do Medical Assistants perform?
Medical Assistants perform administrative and clinical duties. Administrative duties include answering patient phone calls, scheduling appointments, managing medical records, handling correspondence, acting as a liaison for the medical office with insurance companies and other outside medical facilities, greeting patients, completing insurance forms, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

Clinical duties include taking vital signs and patient medical histories; explaining treatment procedures to patients; preparing patients for and assisting with examinations; collect and prepare specimens; dispose of contaminated supplies; and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medications as prescribed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for and perform X-rays, take EKGs, remove sutures, and change dressings.

When are the Medical Assisting classes offered?
Medical Assisting classes are offered daytime and online at the Hall, Forsyth and Barrow campuses. Dawson and Jackson campus will be offering night courses based on enrollment need.

Is certification offered?
Upon completion of the Medical Assisting program, students are required to sit for the Certified Medical Assisting examination with the American Association of Medical Assistants or the Registered Medical Assisting exam with the American Medical Technologist for a fee of $125.

When are students admitted into the program?
Students are accepted each semester based on space availability. General core courses may be taken any semester.

How long is the Medical Assisting program?
The Medical Assisting program is approximately 4 terms for full time students.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

Campuses / Contact Us / Directions

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For information regarding Motorsports Vehicle Technology Programs, please contact:

John Leverett
Motorsports Vehicle Technology Program Director & Instructor
(770)533-7027
jleverett@laniertech.edu

Steve Koen
Motorsports Vehicle Technology Instructor
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skoen@laniertech.edu

Photo Gallery

Motorsports Vehicle Technology

Course Schedule | **Financial Aid** | **Tuition**

Looking for an **exciting career in the Motorsports Industry** in Road Racing (IMSA, Grand-Am, SCCAPRO, NASA), Circle track (NASCAR, ARCA), Drag Racing (NHRA), drifting, or other professional motorsports series? Then, you are in the **right place!**

Our award winning program is located directly off I-985 at the Lanier Technical College Oakwood Campus just north of Atlanta, Georgia. Our location is at the center of the Southeast's racing world, with world famous racetracks such as Road Atlanta, Gresham Motorsports Park, Atlanta Motor Speedway, and Atlanta Dragway within minutes of our location. Many of the nation's top level race teams are located in close proximity to our campus making internship and employment opportunities almost limitless no matter what form of motorsports interests you.

Our unique and innovative motorsports mechanic training program produces skilled and proficient graduates for entry level positions within local, regional and national race teams, race shops, and aftermarket suppliers in the Motorsports Industry.

Our program offers a blend of hands-on, trackside, and classroom training which prepares students to work in the challenging and rewarding fields of the Motorsport Industry. In our shop and classroom students learn all facets of racecar development including suspension set-up, fabrication, welding, machine tool, carbon fiber lay-up, engine builds and tuning, transmission and differential builds, general racecar repairs, testing procedures, racecar electronics, data acquisition, trackside procedures, and many other industry protocols. The MVT Program at Lanier Technical College accepts the HOPE Grant and the HOPE Scholarship plus other forms of financial aid.

Program Requirements

Degree Level

Motorsports Vehicle Technology Degree

Diploma Level:

Motorsports Vehicle Technology Diploma

Certificate Level:

Motorsports Chassis Technician Certificate

Motorsports Engine Builder Certificate

Motorsports Fabrication Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Motorsports Vehicle Technology Degree

Diploma Level:

Motorsports Vehicle Technology Diploma

Certificate Level:

Motorsports Chassis Technician Certificate

Motorsports Engine Builder Certificate

Motorsports Fabrication Technician Certificate

Apply Now!

Frequently Asked Questions

When do you accept new Motorsports Vehicle Technology students into the program?
We accept new students into the Motorsports Vehicle Technology Program in both Fall and Spring Semesters. To apply, students must first apply to Lanier Technical College meeting all deadlines set by the admissions office. Prior to acceptance into the Motorsports program applicants must attend a mandatory motorsports information session scheduled with the Motorsports department, where they are required to complete a basic general automotive knowledge test to qualify for admittance into the Motorsports Vehicle Technology Program. Because Motorsports requires basic Automotive knowledge, if a student does not pass the basic skills exam they will be referred to the Automotive Technology program to successfully complete some basic training before attending the Motorsports Vehicle Technology Program.

How do I know which classes to take when?
Your first step should always be to see your advisor, but taking a look at these documents can help you plan for your advising appointment. The Motorsports Flow Chart lays out which courses are pre-requisites for others and in which semester you would typically take a particular course. The Motorsports Diploma Individual Plan and Motorsports Degree Individual Plan are checklists your advisor will use to plan out your pathway within the Motorsports program after you have been accepted.

Who will my instructors be?
John Leverett – (Program Director) has over 3 decades of automotive and motorsports experience having spent 24 years as the Chief Engineer for Panoz

Cars where his cars won the 24 Hours of LeMans and 12 Hours of Sebring in addition to numerous other races and championships.
John is a graduate of SPSU at Kennesaw State (formerly Southern Tech) where we was the founder of the school's Formula SAE Program and, in addition to racing himself with the SCCA, he has built and prepared race cars at all levels from Formula Vee thru Historic Stock Cars and GT cars.

Steve Koen, a graduate of the program, has worked in Grand-Am, SCCA, NASA, HSR, and NHRA building and supporting various types of racecars from historic NASCARs to sub 7 second drag cars. Steve specializes in fabrication techniques, electronics, drivetrain, and general race car preparation.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Nurse Aide

Course Schedule | **Financial Aid** | **Tuition**

The main role of a Nurse Aide is to provide basic care to patients and assist them in daily activities that they might have trouble with on their own. This can include bathing, feeding, or other activities in daily life. The ideal Nurse Aide is compassionate and enjoys helping others. In nursing or long-term care facilities, an Aide is often a patient's main caregiver. An Aide should have good communication skills as it's their job to bring all patient concerns and issues to their supervisor. Nurse Aides may also work with medical technology, including billing software, health information software, and/or medical record charting software. On the job, Nurse Aides report to either registered nurses or licensed practical nurses or licensed vocational nurses.

Lanier Technical College is a State approved Nurse Aide Training Program (NATP). As an approved program, we offer training to candidates that desire to become eligible for certification as a certified nurse aide. Georgia requires the program to provide one comprehensive course to train candidates to work in all health care facilities (e.g. nursing homes, hospitals, hospice, home health, etc.). 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 that is evaluated by an approved registered nurse with the approved testing agency. Candidates who successfully pass the written/oral and skills competency examination are included on the Georgia Nurse Aide Registry. No online Certified Nurse Aide courses are allowed in the State of Georgia.

Program Requirements

Certificate Level:

Nurse Aide Certificate

Sample Graduation Plans

Frequently Asked Questions

Certificate Level:

Nurse Aide Certificate

Apply Now!

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Paramedicine

Course Schedule | **Financial Aid** | **Tuition**

The **EMS Professions** diploma is an entry level for the Paramedicine program. Upon completion of the EMS Professions diploma, students will also earn the Emergency Medical Technician and Advanced Emergency Medical Technician certificates, and will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50. The EMT programs require an orientation and a review of education, work experience, and credentials.

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

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

Transition from EMT-Intermediate to AEMT (Advanced Emergency Medical Technician

By taking the AEMT certificate program, students who currently hold a valid EMT-Intermediate license may upgrade their knowledge and skills to the current Advanced Emergency Medical TEchnician (AEMT)level. To achieve this certification level, students must qualify and enroll in the AEMT certificate program. Successful completion of the program allows the graduate to take the National Registry of EMTs AEMT certification examination and apply for Georgia licensure as an AEMT.

The Paramedicine program prepares students for employment in paramedic positions in today's health services field. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement and provides opportunities to upgrade present knowledge and skills from the EMT-I/AEMT level to the paramedic level. The paramedic program is approved by the Georgia Department of Public Health, Office of EMS and Trauma and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Committee on Accreditation for Educational Programs for the Emergency Medical Services Profession (CoAEMSP). The paramedic program was established at Lanier Tech in 1983 and has developed clinical partnerships with nine of the areas EMS agencies, Northeast Georgia Health Systems, The Longstreet Clinic and Children’s Healthcare of Atlanta. The clinical opportunities provided to students are both extensive and rewarding and allow the graduates to feel confident in their new roles as a paramedic. The program has experienced staff and utilizes many guest speakers who are subject matter experts to provide a solid academic foundation, and the laboratory equipment allows students for extensive opportunities to reinforce their knowledge. The medical director is a board certified emergency physician with over 10 years of clinical practice who also has prior experience as an EMS provider. She is currently serving as the Region 2 EMS medical director and has involvement with the student’s education both in the classroom and in clinical settings. The program has had a 100% pass rate on licensure exams since its inception in 1983 and since 2009 has had a 100% first time pass rate on National Registry of EMT’s written and practical exams, with over 150 students having tested since that time. It has had a 100% positive placement rate and currently the three-year average retention rate is 64.8%.
View the Paramedicine program statistics.

Additional Entrance Requirments for Paramedic diploma or degree:
Prior to beginning the Paramedicine diploma or degree, students must provide documentation of current EMT-I/AEMT Certification (EMT level certification will be admitted on a case by case basis.)

Due to the intensive nature of the program it is recommended that all general education course work be completed before the start of the Paramedic program.

Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facilities. Cost is approximately $50. Students will also be required to provide a certificate of health from their health care provider and vaccination records as required by clinical sites. Further details on the background check and medical documentation can be provided during advisement and details will be provided on the first day of class.

Program Requirements

Degree Level

Paramedicine Degree

Diploma Level:

EMS Professions Diploma

Paramedicine Diploma

Certificate Level:

Advanced Emergency Medical Technician Certificate

Emergency Medical Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Paramedicine Degree

Diploma Level:

EMS Professions Diploma

Paramedicine Diploma

Certificate Level:

Advanced Emergency Medical Technician Certificate

Emergency Medical Technician Certificate

Apply Now!

Frequently Asked Questions

When are students accepted into the Programs?
Students are accepted through-out the year for all Programs to begin their pre-requisites.

Where are the Programs taught and when do they start?
Hall Campus- Hall EMT course will start Spring Semester (January) 2019. ***Paramedic program is only taught on the Hall campus.*** Both EMT and Paramedic programs require pre-requisite courses, which must be completed before beginning EMSP courses. The next Paramedicine courses will start Spring 2020 (January). The school accepts students each semester into the college and assigns them to the specific program to begin the pre-requisite courses.

When do the classes meet?
Hall Paramedic - Tuesday and Thursday 9AM-6PM.

Where are clinicals held?
Northeast Georgia Health System, Barrow County Emergency Services Department, Gwinnett Fire & EMS, Dawson Fire & EMS, Habersham County Fire & EMS, Hall County Fire & EMS, CHOA, Longstreet Clinic, AMR, Walton County EMS, and Jackson County EMS.

When are clinicals?
It varies depending on the clinical site and the course. Most EMS clinicals are day shift.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Pharmacy Technology

Course Schedule | **Financial Aid** | **Tuition**

****The Pharmacy Technology Diploma Program and Pharmacy Assistant Certificate Program are not accepting new students at this time. Please contact Tonya Brown at 770.533.6931 or tbrown2@laniertech.edu for more information.****

The Pharmacy Assistant Technical Certificate of Credit (TCC) is designed to provide students with short term training to prepare them for entry-level employment in a variety of settings such as hospitals, retail pharmacies, nursing homes, medical clinics, etc. Students will receive didactic instruction and laboratory training in anatomy and physiology, fundamental concepts and principles of receiving, storing and dispensing medication.

Additional Program Information

The Pharmacy Technology Program admits students every Fall & Spring Semester into upper level Pharmacy Technology courses based on the following criteria……

a. Students must be 18 years of age
b. Students must complete ALHS 1011, ALHS 1090, and COMP 1000 successfully with a cumulative GPA of 2.0

NOTE: A student who has been convicted of a felony or misdemeanor may be admitted into the Pharmacy Technology program, but such a conviction may prevent the student from completing the program due to denial of state registration.

Once students begin upper level Pharmacy Technology courses, they must:

a. maintain a GPA of 2.0
b. wear program specific scrubs and lab coat
c. obtain Georgia Pharmacy Technician Registration the semester prior to practicum courses.

After completing all Pharmacy Occupational courses; students must complete a

program Exit Exam during their last semester and receive a passing grade on the exam of 80%.

Based on the requirements of certain Practicum sites students may be required to complete an additional background check, drug screening and TB skin testing. Negative results may affect a student's ability to complete the practicum courses.

Program Requirements

Diploma Level:

Pharmacy Technology Diploma

Certificate Level:

Pharmacy Assistant Certificate

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Pharmacy Technology Diploma

Certificate Level:

Pharmacy Assistant Certificate

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Click (+) on the following topics for more information:

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Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Jennifer Williams, MS, CMA (AAMA), Program Director and Advisor
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770-533-6963

Kimberly Canupp, BSN, Instructor
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Christina Cantrell, Phlebotomy Advisor
ccantrell@laniertech.edu
678-341-6623

Phlebotomy

Course Schedule | **Financial Aid** | **Tuition**

The Phlebotomy Technician program trains students to draw and process blood specimens. Phlebotomy technicians typically work in concert with medical lab technicians in hospitals or other healthcare organizations. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

The Phlebotomy Technician program takes approximately 2 semesters to complete. Upon completion of the program, students may sit for the Registered Phlebotomy Technician exam with the American Medical Technologists.

Students are required to submit proof of immunizations, complete a background check (cost approximately $48.50), and maintain an account in ACEMAPP (cost $50.00) prior to starting a clinical rotation.

Program Requirements

Certificate Level:

Phlebotomy Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Certificate Level:

Phlebotomy Technician Certificate

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Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Admissions

Admission Process
Admission Points

Detailed Program Costs
Essential Skills
TEAS Information Sheet
PTA Student and Clinical Education Handbook
FAQ's

Contact Us

Physical Therapist Assistant

Course Schedule | **Financial Aid** | **Tuition**

The Physical Therapist Assistant Program, located at the Forsyth Campus of Lanier Technical College, is a sequence of courses that prepares students for positions in physical therapy 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 a Physical Therapist Assistant Associate of Applied Science Degree, and are eligible to sit for the licensure exam to become a licensed Physical Therapist Assistant. The exam is administered by the Federation of State Boards of Physical Therapy. For information about beginning the Physical Therapy Assistant Program, see the Admissions links on the left side of this page.

Mission Statement

In keeping with the mission and values of Lanier Technical College and its commitment to workforce development, the Physical Therapist Assistant Program at Lanier Technical College provides students with the skills necessary to graduate, pass licensure testing, and enter the workforce as proficient entry level Physical Therapist Assistants qualified to work in a variety of settings. Graduates of the program display leadership qualities, a commitment to life-long learning and a desire to promote health, wellness and rehabilitative services.

In realizing this mission, the Physical Therapist Assistant Program will integrate the work ethics of Lanier Technical College with the Values-based Behaviors for the PTA of the American Physical Therapy Association to foster graduates with not only a competent entry level knowledge base, but also an exceptional level of professionalism and ethical behavior.

Program Goals

The Lanier Technical College PTA program trains graduates to:

• Provide safe, ethical, and competent entry level care to a diverse population in a variety of settings under the supervision of a physical therapist.
• Analyze patient care situations and choose appropriate strategies within parameters set by the physical therapist.
• Communicate verbally, non-verbally, and in writing in a professional and

effective manner.
• Grow as professionals and leaders in the field through continued education, advocacy, and community involvement.

Program Objectives
• The PTA program will deliver both didactic and clinical education to meet the needs of each student in preparation for PTA practice and licensure examinations.
• The PTA program will cultivate and maintain varied clinical experiences for students.
• The PTA faculty will utilize evidence-based best practices in teaching and demonstration.
• The PTA faculty will model appropriate and effective communication skills in all interactions.
• The PTA faculty will provide learning opportunities and resources that encourage personal and professional student growth.
• The PTA program will utilize outcome measures to ensure quality.

Expected Student Outcomes
• Communicates verbally and non-verbally with the patient, the physical therapist, health care delivery practitioners, and others in an effective, appropriate, culturally competent and capable manner.
• Demonstrates competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.
• Demonstrates competency in performing components of data collection skills essential for carrying out the plan of care.
• Recognizes when interventions should not be provided due to changes in the patient's status and reports this to the supervising physical therapist.
• Recognizes when the direction to perform an intervention is beyond that which is appropriate for a physical therapist assistant and initiates clarification with the physical therapist.

Accreditation

Physical Therapist Assistant Program at Lanier Technical College is Accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 678-341-6638 or email pta@laniertech.edu.



Admissions

Physical Therapist Assistant Program admission is a competitive selection process. Meeting minimum program criteria does not guarantee an applicant's acceptance into the program.

The Physical Therapist Assistant program admits students once per year at the beginning of the Spring Semester. Students must submit a completed PTA Application for Selection by a specific deadline if they want to be considered for selection to the upcoming Spring class. Please see specific admission links on the left side of this page.

Program Metrics

	Graduation Rate	National Board Exam Pass Rate	Employment Rate
2016	100%	93.8%	100%
2017	100%	100%	100%
2018	100%	100%	91.7%

Program Requirements

Degree Level

Physical Therapist Assistant Degree

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Physical Therapist Assistant Degree

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Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

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Practical Nursing

Course Schedule | **Financial Aid** | **Tuition**

Students who are working toward entry into the Practical Nursing Program are admitted into the Healthcare Assistant Certificate, while taking core courses. All students, while taking their core, must be advised by an Allied Health Core Advisor at least once.

Core Classes – May be taken in any order (pre-requisites apply.) Must have at least a 2.5 GPA in all classes and a minimum of a "C" must be achieved in all pre-requisite courses.

ENGL 1010 OR ENG 1101
PSYC 1010 OR PSY 1101
MATH 1012 OR MATH 1111
ALHS 1090
ALHS 1011 OR BIOL 2113 and 2113L and 2114 and 2114L(inclusive)
**ALHS 1011, English 1010, Math 1012 courses OR substitutions as well as the TEAS EXAM must be completed according to following timeline:

Fall admissions – Above courses completed by Spring Semester of the same calendar year.

Spring admissions – Above courses completed by Summer Semester of the previous calendar year.

Summer admissions – Above courses completed by Fall Semester of the previous calendar year.

PSY 1010 OR substitution and ALHS1090 must be completed prior to admission into the program.

Application Process for Entry Into The Practical Nursing Program

Lanier Technical College offers the Practical Nursing Program day class on the Hall and Forsyth campus locations. Once accepted into the program the class is twelve (12) months in length. Student who wishes to apply for the Practical Nursing program must take the ATI TEAS Exam. There is a fee for the TEAS Exam. In addition to the TEAS, a complete enrollment application for the Practical Nursing

form must be submitted to Gail Adam – Hall Campus or Susan Amos – Forsyth Campus each time admission to program is requested. Student must choose only one campus per entry request.

1. Apply to Lanier Technical College. (LTC Admissions)

2. Apply to the Healthcare Assistant Certificate and declare Practical Nursing as intended course of study.

3. ALHS 1011, English 1010, Math 1012 courses substitutions and the ATI TEAS EXAM must be completed according to following timeline:

Fall admissions – Above courses completed by Spring Semester of the same calendar year.

Spring admissions – Above courses completed by Summer Semester of the previous calendar year.

Summer admissions – Above courses completed by Fall Semester of the previous calendar year.

PSY 1010 OR substitution and ALHS1090 must be completed prior to admission into the program.

4. If you wish to receive transfer credit for courses completed at another institution, fill out a Transfer Credit Request form and indicate Practical Nursing as intended course of study. All transfer credit requested must be submitted to the Registrar's office. Requirements for transfer credits adhere to the same schedule as pre-requisites.

5. Complete the TEAS sign-up sheet. Submit with payment to schedule a time and date. Take the receipt along with photo ID to the testing center on the date scheduled to test.

6. Complete and return Enrollment Application for Practical Nursing to Practical Nursing Department, Gail Adam Hall Campus and Susan Amos Forsyth Campus, one semester prior to admission semester. Only one campus may be selected per entry request.

7. Complete American Heart Association CPR certification(BLS for Healthcare Providers).

8. Complete First Aid certification through American Heart or American Red Cross.

TEAS Score: The student must meet or exceed the program entry score at the time of testing to be considered for entry. Minimum score to be considered for program entry 60% composite. The TEAS score will be valid for five years.
ATI-TEAS may be taken no more than two times in a calendar year with 30 days between each attempt.

• Students meeting admission criteria will be ranked according to Applicant Rating Scale. The top 16 ranked students will be selected for Hall Campus and the top 16 ranked students will be selected for Forsyth Campus.

Additional Entrance Requirements

The Practical Nursing admission is a competitive selection process. Meeting minimum program criteria does not guarantee an applicant's acceptance into the program. This process evaluates the GPA on all pre-requisite courses and TEAS scores. The Practical Nursing program admits a class every semester (alternating between Forsyth and Hall). Only students that have all pre-requisites completed will be considered for selection.

Program Requirements

Diploma Level:

Practical Nursing Diploma

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Practical Nursing Diploma

Apply Now!

Frequently Asked Questions

When are the application deadlines?
Hall Campus June 10, 2019 for Fall 2019
Forsyth Campus September 1, 2019 for Spring 2020
Hall Campus February 1, 2020 for Summer 2020

How long is the Practical Nursing Program?
The program is set up to take 12 months to complete. In addition, there are core classes that must be completed before getting into the program. The core classes can be completed at your own pace.

What is the TEAS Test?
The Test of Essential Academic Skills (TEAS Test) is a standardized, multiple choice exam for students entering into nursing school in the USA. It is often used to determine the ability of potential students to adjust to a nursing program. The test is created and administered by Assessment Technologies Institute.

Is there a study tool for the TEAS test?
The study guide and practice tests are available at atitesting.com.

Is the TEAS test score the only aspect that is evaluated during the selection process?
No. The TEAS scores are used along with other criteria from the Rating Scale.

How do I register for the TEAS test?
Visit TEAS Test - How to Sign Up

How many times can you take the TEAS test?
The highest score is used for consideration in selection.
ATI-TEAS may be taken no more than two times in a calendar year with 30 days between each attempt. No TEAS test accepted greater than 5 years old. The highest score is used for consideration in selection.

When are nursing students accepted?
Every Semester; alternating Hall and Forsyth Campuses.

Where are the clinicals?
They can be anywhere. We use a variety of hospitals, clinics, physician's offices, etc.

When are clinicals?
It varies depending on the clinical site and course. Typically they are 2-3 days per week and are 8 to 12 hour days.

Are there additional requirements?
Yes. CPR/Health Care Provider Certification from American Heart Association and

First Aid through American Heart Association or American Red Cross.

Who do I contact if I have questions that have not been answered by this FAQ or on the Lanier Technical College website?
Contact the Lanier Technical College Office of Student Services at 770-533-7000 for questions about financial aid, admissions, or other generalized information.
For specific questions about the nursing program, contact:

Hall Campus:
Gail Adam - 770-533-6926
Gail Forrester - 770-533-6941
Marie Melvin - 770-533-6940

Forsyth Campus:
Susan Amos 678-341-6602
Deborah Rigby 678-341-6632

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Precision Machining & Manufacturing

Course Schedule | **Financial Aid** | **Tuition**

The Precision Machining & Manufacturing program is a sequence of courses that prepare 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.

Precision Machining and Manufacturing is the new name of the former **Machine Tool Technology program.**

Program Requirements

Degree Level

- Precision Machining & Manufacturing Degree

Diploma Level:

- CNC Technology Diploma
- CNC and Machine Tool Technology Diploma
- Precision Machining & Manufacturing Diploma

Certificate Level:

- Basic Machinist Certificate
- CNC Specialist Certificate
- Lathe Operator Certificate
- Mill Operator Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Precision Machining & Manufacturing Degree

Diploma Level:

CNC Technology Diploma

CNC and Machine Tool Technology Diploma

Precision Machining & Manufacturing Diploma

Certificate Level:

Basic Machinist Certificate

CNC Specialist Certificate

Lathe Operator Certificate

Mill Operator Certificate

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Frequently Asked Questions

When are new students accepted into the Precision Machining & Manufacturing Program?
Students are accepted into the Precision Machining & Manufacturing Program every quarter. Prospective students may view the school calendar or contact the Admissions office for the registration dates.

What times of the day are classes offered?
Classes are typically offered from 8:00 am to 2:00 pm and 5:00 pm to 10:00 pm Monday thru Thursday. Class schedules are published several weeks prior to registration for each new quarter.

Do I have to attend full-time?
No. In order to be considered full-time, a student must register for at least 12 credit hours. The Precision Machining & Manufacturing Program allows students to register for only one class or 3-4 classes depending on the individual needs of the student.

What textbooks are required in the Precision Machining & Manufacturing Program?
Several textbooks and workbooks are required for the different courses within the Precision Machining & Manufacturing program of study. Whenever practical a text or work book is used for more than one course, for example: Machine Tool Math I and Machine Tool Math II use the same textbook.

For information on the text book for a particular course, follow the Faculty and Staff link to find the current course sections, then click on the textbook link.

What tools and materials are required for the Precision Machining & Manufacturing Program?
The Precision Machining & Manufacturing Department supplies all materials and

tools needed to complete the shop projects. Students do need to provide safety glasses, all of the normal school items (pencil, paper, loose leaf notebook, etc.), and most students find a hand held scientific calculator useful.

Although all of the shop tools are provided by the school, many students begin to purchase some personal tools during their time in the program.

Additional Information on the
Precision Machining & Manufacturing Program

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Rad Tech Application/Information Session

TEAS VI Test Information Sheet



Radiologic Technology

Course Schedule | **Financial Aid** | **Tuition**

The Radiologic Technology program is a sequence of courses that prepares students for positions in Radiologic 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 a Radiologic Technology Associate of Applied Science Degree, and are eligible to sit for the national certification exam to become a registered radiologic technologist. The exam is administered by the American Registry of Radiologic Technologist.

Mission Statement
Within the mission of Lanier Technical College, the program's mission is to educate radiologic technology students in the knowledge, skills, and attitudes to become qualified professional practitioners who provide quality service and care to the community. The program also promotes long-term professional growth by fostering graduates to become multi-skilled practitioners in the radiologic sciences. The program is also designed to broaden intellectual perspectives, stress ethical and humane values, and prepare students to be productive and responsible citizens who adequately respond to social, cultural, and economic challenge.

Program Goals and Student Learning Outcomes.

1. Goal: Students will be clinically competent.
Student Learning Outcomes:
Students will position patients correctly.
Students will utilize radiation safety.

2. Goal: Students will demonstrate communication skills.
Student Learning Outcomes:
Students will demonstrate written communication skills.
Students will demonstrate oral communication skills.

3. Goal: Students will develop critical thinking skills.
Student Learning Outcomes:
Students will recognize setup discrepancies.
Students will produce diagnostically acceptable images.



Demonstration of students performing a trauma protocol.

4. Goal: Students will model professionalism.
Student Learning Outcomes:
Students will demonstrate work ethics.
Students will ensure patient safety.

Accreditation The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Dr., Suite 2850, Chicago, Illinois 60606-3182, Phone (312) 704-5300). www.jrcert.org mail@jrcert.org

Additional Entrance Requirements

Radiologic Technology program admission is a competitive selection process. Meeting minimum program criteria does not guarantee an applicant's acceptance into the program. This process evaluates the cumulative GPA of the eight core and occupational class and the GPA for specific math and science courses (MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L). The Radiography program admits students once per year at the beginning of the Fall Semester. Students must submit a program application, ATI TEAS VI Test results and any transfer credits to the radiologic technology program director by the end of the spring semester if they want to be considered for selection to the upcoming Fall class. The top 20 chosen for the program will be contacted by mid-July. Students will not be considered for selection unless a program application is submitted. All applicants must receive a grade of (C) or higher in each core class with a minimum cumulative grade point average of 2.5 or higher to be considered for selection. Students will be admitted to the Radiologic Technology Program through a weighted score system made up of the following three factors:
• 40% GPA for BIOL 2113 and 2114 (& Labs) and MATH 1101 or MATH 1111 class
• 20% GPA for all other pre-requisite classes
• 40% TEAS Test(minimum composite score of 70 required to be considered for the program)
• Total 100%

Tally Sheet

Admission Criteria

NOTE: The TEAS VI Allied Health Entrance Test is now required for all applicants. See Lanier Tech's home page for more information. The TEAS as normed for Allied Health programs was formerly called the Health Occupations Basic Entrance Test (HOBET). Radiologic Technology - Test Information Sheet

Program Requirements

Degree Level

Radiologic Technology Degree

Certificate Level:

Computed Tomography Specialist Certificate - Coming Soon!

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Radiologic Technology Degree

Certificate Level:

Computed Tomography Specialist Certificate

Apply Now!

Frequently Asked Questions

What are the hours for the clinical rotations?
Clinical rotations run in eight hour increments per day. The times for clinical rotations vary, they start as early as 5am and can go into the late evening. Clinical rotations vary from 2-5 days per week. There are no weekend rotations. Note: some of the clinical sites will be very close to where a student lives and others will require a longer drive. Student's clinical assignments are based on a rotation system. All of our clinical sites are located in Northeast Georgia.

What is shadowing?
Shadowing is simply the observation of a radiology department during normal business hours. Applicants are encouraged to find a hospital, imaging center, orthopedic office, urgent care or clinic to shadow (any place with x-ray and/or fluoroscopic equipment and registered radiologic technologist). Shadowing will help the applicant determine if this career path is the right one for him/her.

When do I apply for the criminal background check?
Background checks are not performed until after the applicant has been accepted into the program and before the first day of class. This is a requirement for clinical rotations. Some clinical sites may not accept students with criminal records. If an applicant has a criminal background they may not be allowed to take the national registry exam given by the American Registry of Radiologic Technologist (ARRT). A pre-application process can be followed by contacting the ARRT at http://www.arrt.org to ascertain if the applicant will be allowed to take the registry exam.

What are my chances of getting into the program?
A competitive selection process is used to choose students for each upcoming class. The top 20 applicants will be selected based on GPA of the 8 pre-requisite classes and the ATI TEAS VI Test Scores.

How long does it take to complete the program?
Program duration - 6 semesters. The first two semesters are strictly core/pre-requisite classes. The last 4 semesters are for the radiologic technology classes (student must be accepted into degree program through competitive selection to take radiologic technology classes). Note: The program is very intense and very much like a full time job.

How physical is the job?
The duties of a radiologic technologist require a lot of pushing, pulling and lifting. A radiologic technologist is on his/her feet over 90% of the time.

Transfer Credit Procedure
If you have attended another college and wish to have your courses evaluated for possible transfer credit please request an official transcript be sent to the Lanier Technical College Registrar's Office at this address: 2990 Landrum Education Drive, Oakwood, Georgia 30566.

Any questions please contact our Transfer Credit Evaluator, Kathleen McCullough kmccullough@laniertech.edu

Program Effectiveness Data
Data Chart

Application Form
APPLICATION forms for program admission are only given out at the Application/Information sessions held in the spring. There are 5 of these (see link at the top of this website). Sessions will be held on the following days/times at the Hall Campus: Ramsey Conference Center. Year 2019. Date/Times: Wednesday, February 20, 10:00am. Monday, March 11, 6:00pm. Wednesday, March 27, 9:00am. Wednesday, April 10, 3:00pm. Monday, April 15, 6:30pm.

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Surgical Technology

Course Schedule | **Financial Aid** | **Tuition**

The Surgical Technology program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology Degree programs provide learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology degree and are qualified for employment as surgical technologists. The National Certification exam is given prior to graduation. Students that pass the national certification exam will earn the credential Certified Surgical Technologist (CST). The Surgical Technology department reported a 90% pass rate for the certification exam on its 2018 annual accreditation report.

Additional Entrance Requirements

Surgical Technology program admission is a competitive selection process. Students must achieve a cumulative grade point average of 2.5 in the General and Occupational core classes at Lanier Tech or have a GPA of 2.5 on all previous college courses. See program flyer for required courses.

Students must take the TEAS entrance exam. Priority will be given to those with the highest scores. Cumulative GPA on all core classes will also be considered as part of the selection process. Transfer students must submit a transfer of credit evaluation form to the Registrar's Office and have all transfer of credit issues finalized at least one full semester prior to the semester in which they are seeking admission. Transfer of credit will not be done on the day of registration. STUDENTS MUST COMPLETE THE SELECTIVE APPLICATION FOR SURGICAL TECHNOLOGY FOUND ON THE LANIER TECH WEBSITE AND SUBMIT IT TO THE SURGICAL TECHNOLOGY OFFICE BY June 15, 2019 TO BE CONSIDERED FOR THE Fall 2019 SEMESTER. STUDENTS WILL NOT BE CONSIDERED FOR SELECTION UNLESS A PROPERLY COMPLETED APPLICATION AND A COPY OF YOUR TEAS TEST SCORE ARE SUBMITTED PRIOR TO THE DEADLINE.

Minimum Clinical Case Requirement for Graduation

Students must complete a minimum of 120 total scrub cases as delineated below;

Students are required to complete a minimum of 30 cases in General Surgery, with 20 of these cases in the first scrub role. The remaining 10 cases may be performed in the first or second scrub role. Students are required to complete 90 cases in various surgical specialties, excluding General Surgery; 60 of these cases must be performed in the first scrub role. The additional 30 cases may be performed in either the first or second scrub role. A minimum of 60 surgical specialty cases must be performed in the first scrub role and distributed amongst a minimum of 4 surgical specialties. A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of four surgical specialties (40 cases total required). The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 specialty cases may be performed in any surgical specialty either in the first or second scrub role.

Lanier Technical College and the ARC/STSA adhere to the following student work policy:

All student activities associated with the surgical technology curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Program Accreditation

The Surgical Technology program at Lanier Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763. 727-210-2350

Program Requirements

Degree Level

Surgical Technology Degree

Certificate Level:

Central Sterile Supply Processing Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Surgical Technology Degree

Certificate Level:

Central Sterile Supply Processing Technician Certificate

Apply Now!

Frequently Asked Questions

What does our Surgical Technologist Program offer you?

- Study of the anatomy & physiology of the body
- An introduction to the operating room as well as training in surgical skills and laboratory procedures
- CPR certification
- Education related to sterilization and surgical instrument set-ups
- Knowledge of surgical room equipment and supplies
- Training in the application of surgical dressings
- The skills to properly prepare a patient for surgery
- An externship at a medical facility

What kind of work do we prepare you to do?
As a Surgical Technologist, you'll assist in surgical procedures under the supervision of surgeons, nurses and other surgical personnel.

Your training will give you the expertise you need to set up operating room instruments, supplies and equipment, prepare patients for surgery, assist the surgeon during surgery and more.

What career choices are available to graduates?
Before you graduate you will be given the opportunity to take an exam to complete your certification as a Surgical Technologist. When you pass this exam you will hold the title of Certified Surgical Technologist and will be qualified to work in places like:

- Hospital operating rooms
- Surgical centers
- Delivery rooms
- Clinics

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Welding and Joining Technology

Course Schedule | **Financial Aid** | **Tuition**

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

Program Requirements

Diploma Level:

- Welding and Joining Technology Diploma

Certificate Level:

- Advanced Shielded Metal Arc Welder Certificate
- Basic Metal Fabricator Certificate
- Basic Shielded Metal Arc Welder Certificate
- Gas Metal Arc Welder Certificate
- Gas Tungsten Arc Welder Certificate
- Ornamental Iron Fabricator Certificate

Sample Graduation Plans

Frequently Asked Questions

Diploma Level:

Welding and Joining Technology Diploma

Certificate Level:

Advanced Shielded Metal Arc Welder Certificate

Basic Metal Fabricator Certificate

Basic Shielded Metal Arc Welder Certificate

Gas Metal Arc Welder Certificate

Gas Tungsten Arc Welder Certificate

Ornamental Iron Fabricator Certificate

Apply Now!

Frequently Asked Questions

Will I be a certified welder when I finish the diploma or certificate program?
No, but through hard work and dedication to your studies, you will have achieved the skills required to become a certified welder. Welding certification is something that is outside the curriculum of the Welding and Joining Technology program.
All welding classes follow very closely the standards set by the nationally recognized **American Welding Society.**
Most of the welding processes and procedures follow the AWS D1.1 structural steel code book.
However, your instructor will have access to a Certified Welding Inspector who can administer a Welder Performance Qualification Test to become a Qualified Welder.
There is a charge for the test that is paid to the Inspector.
This fee is NOT covered by any financial aid and is non- refundable, if you do not pass the test.
Your instructor will let you know if he or she feels you are ready to attempt the test. Some of these tests are very costly.

What will I need to buy for the class?
Other than the required text books, there is some equipment that is needed for the welding classes.
Certain equipment is not supplied by the school and must be obtained by the student before any work can be done in the lab area.
These items are mainly personal protective gear and small hand tools.
All items needed for the class will be discussed by your instructor the first day of class.

Additional Information on the
Welding and Joining Technology Program

Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

Campuses / Contact Us / Directions

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Wireless Engineering Technology

Course Schedule | **Financial Aid** | **Tuition**

Wireless Engineering functions include the effective transmission, reception, storage, and analysis of information (data) using cellular, WiFi, and other wireless communication devices. Individuals in the field provide technical support repairing, analyzing, installing, testing, and maintaining wireless transmission, broadcasting, and reception equipment used in cellular networks, computer networks, Wi-Fi networks, and the internet.

Program Requirements

Degree Level

Wireless Engineering Technology Degree

Certificate Level:

Wireless Networking Technician Certificate

Sample Graduation Plans

Frequently Asked Questions

Degree Level

Wireless Engineering Technology Degree

Certificate Level:

Wireless Networking Technician Certificate

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Click (+) on the following topics for more information:

Significant Points [+]

Program Instructors [+]

Nature of the Work [+]

Work Environment [+]

Training, Other Qualifications, and Advancement [+]

Job Outlook [+]

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Accounting

Degree Program

AC13

Updated: 4/04/2019
Effective Term: 201616

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 49 Hours

ACCT 1100 *Financial Accounting I (4)*
BUSN 1440 *Document Production (4)*
COMP 1000 *Introduction to Computers (3)*
ACCT 1105 *Financial Accounting II (4)*
ACCT 1115 *Computerized Accounting (3)*
ACCT 1120 *Spreadsheet Applications (4)*
ACCT 1125 *Individual Tax Accounting (3)*
ACCT 1130 *Payroll Accounting (3)*
ACCT 2000 *Managerial Accounting (3)*

Accounting Electives – Choose 9 Hours

Free Electives – Choose 9 Hours

Total: 64 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Accounting Electives

Choose **6 Hours** from any ACCT courses not required within the program.

Choose **3 Hours** from any ACCT, BUSN, MGMT, or MKTG courses not required within the program.

Free Electives

Any core or occupational course taken at or transferred into Lanier Technical College will satisfy this requirement.
*See advisor for specific guidance and suggested courses.

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Accounting
Degree Program
AC13

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
5 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online.

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Accounting

Diploma Program

AC12

Updated: 4/04/2019
Effective Term: 201516

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*

EMPL 1000 *Interpersonal Relations (2) - OR -*
PSYC 1010 Basic Psychology (3)

MATH 1011 *Business Math (3) - OR -*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 34 Hours

ACCT 1100 *Financial Accounting I (4)*
BUSN 1440 *Document Production (4)*
COMP 1000 *Introduction to Computers (3)*
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)*

Accounting Electives – Choose 3 Hours

Occupational-Related Electives – Choose 3 Hours

Accounting Electives
Any ACCT course not required within the program

Occupational-Related Electives
ACCT xxxx Any Accounting Course
BUSN xxxx Any Business Course
MGMT xxxx Any Management Course
MKTG xxxx Any Marketing Course

Total: 42 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Accounting
Diploma Program
AC12

Program Description
The Accounting diploma program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma which qualifies them to work as accounting technicians.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online.

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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www.laniertech.edu

Office Accounting Specialist

Updated: 5/06/2015
Effective Term: 201516

Certificate Program

OA31

Curriculum

Program-Specific Core – Total of 14 Hours

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

Total: 14 Hours

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
2 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online.

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Basic Residential Air Conditioning System Design

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

BR11

Curriculum

Program-Specific Core – Total of 16 Hours

AIRC 1005 *Refrigeration Fundamentals (4)*
AIRC 1010 *Refrigeration Principles/Practices (4)*
AIRC 1020 *Refrigeration Systems Components (4)*
AIRC 1060 *AC System Application/Installation (4)*

Total: 16 Hours

Program Description
The Basic Residential Air Conditioning System Design technical certificate is a series of courses designed to prepare students in the fundamentals of air conditioning design. The completion of the program will allow students to enter the field in entry level positions qualified to assist the development of air conditioning systems.

Program Specific Information
Students are accepted every semester based on course and space availability. However, the coursework for this certificate is only offered in Spring Semester.

Program Certification:
The Air Conditioning Technology program is accredited by:
HVAC Excellence, 1701 Pennsylvania Ave., NW, Washington, DC 20006, Phone 800-394-5268.

Industry Certification Preparation:
Completion of the program requires successful completion of the HVAC Excellence industry certification test(s). This testing includes a fee.

Program Length & Availability
1 Semester
Campus Availability: Hall
*This program offers day classes only.

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Equal Opportunity Institution | Program Costs | Technology Requirements

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Basic Residential Gas Heat System Design

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

BRG1

Curriculum

Program-Specific Core – Total of 16 Hours

AIRC 1030 *HVACR Electrical Fundaments (4)*
AIRC 1040 *HVACR Electrical Motors (4)*
AIRC 1050 *HVACR Electrical Comp/Controls (4)*
AIRC 1070 *Gas Heat (4)*

Total: 16 Hours

Program Description

The Basic Residential Gas Heat certificate of credit is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of gas heating theory, design, and practical application necessary for successful employment. Program graduates receive a technical certificate of credit in Residential Gas Heat System Design.

Program Specific Information

Students are accepted every semester based on course and space availability. However, the coursework for this certificate is only offered in Fall Semester.

Program Certification:

The Air Conditioning Technology program is accredited by:
HVAC Excellence, 1701 Pennsylvania Ave., NW, Washington, DC 20006, Phone 800-394-5268.

Industry Certification Preparation:

Completion of the program requires successful completion of the HVAC Excellence industry certification test(s). This testing includes a fee.

Program Length & Availability

1 Semester
Campus Availability: Hall
*This program offers day classes only.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Air Conditioning Technology

Updated: 4/04/2019
Effective Term: 201616

Diploma Program

ACT2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 43 Hours

AIRC 1005 *Refrigeration Fundamentals (4)*
AIRC 1010 *Refrigeration Principles/Practices (4)*
AIRC 1020 *Refrigeration Systems Components (4)*
AIRC 1030 *HVACR Electrical Fundamentals (4)*
AIRC 1040 *HVACR Electrical Motors (4)*
AIRC 1050 *HVACR Electrical Comp/Controls (4)*
AIRC 1060 *AC System Application/Installation (4)*
AIRC 1070 *Gas Heat (4)*
AIRC 1080 *Heat Pumps/Related Systems (4)*
AIRC 1090 *Troubleshooting AC Systems (4)*

Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

COMP 1000 *Introduction to Computers (3)*
AIRC 2500 *HVACR Internship-Practicum (4)*
*Advisor may approve alternative elective based upon individual request.

Total: 51 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Air Conditioning Technology

Diploma Program

ACT2

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.
Diploma candidates must interview with department chair prior to final acceptance into program.

Program Certification:

The Air Conditioning Technology program is accredited by:
HVAC Excellence, 1701 Pennsylvania Ave., NW, Washington, DC 20006, Phone 800-394-5268.

Industry Certification Preparation:

Completion of the program requires successful completion of the HVAC Excellence industry certification test(s).
This testing includes a fee.

Program Length & Availability

3 Semesters
Campus Availability: Hall
*This diploma program offers day classes only.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Automotive Collision Repair Assistant II

Updated: 4/04/2019
Effective Term: 201714

Certificate Program

AZ51

Curriculum

Program-Specific Core – Total of 15 Hours

ACRP 1010 *Foundations Collision Repair (5)*
ACRP 2010 *Major Collision Repair (5)*
ACRP 2015 *Major Collision Replacements (5)*

Total: 15 Hours

Program Description

The Automotive Collision Repair Assistant II certificate program is an advanced certificate option a student can complete after finishing the Automotive Collision Repair Assistant I program. Topics covered include collision repair tools and equipment, hydraulic systems, damage analysis and estimations, frame straightening, and conventional/unibody structural panel repairs and replacement.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Automotive Collision Repair Assistant I

Updated: 4/04/2019
Effective Term: 201714

Certificate Program

AB51

Curriculum

Program-Specific Core – Total of 12 Hours

ACRP 1000 *Intro to Auto Collision Repair (4)*
ACRP 1005 *Auto Components Repair/Replace (4)*
ACRP 1015 *Fundamentals of Auto Welding (4)*

Total: 12 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Automotive Refinishing Assistant II

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

AP71

Curriculum

Program-Specific Core – Total of 10 Hours

ACRP 2001 *Intro Auto Painting/Refinishing (5)*
ACRP 2002 *Paint/Refinish Techniques (5)*

Total: 10 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Automotive Refinishing Assistant I

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

ARA1

Curriculum

Program-Specific Core – Total of 13 Hours

ACRP 1000 *Intro to Auto Collision Repair (4)*
ACRP 1005 *Auto Components Repair/Replace (4)*
ACRP 1010 *Foundations Collision Repair (5)*

Total: 13 Hours

Program Description

The Automotive Refinishing Assistant I 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 repair and replacement, and trim accessories and glass replacements.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Automotive Collision Repair

Updated: 04/04/2019
Effective Term: 201714

Diploma Program

ACR2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 20 Hours

COMP 1000 *Introduction to Computers (3)*
ACRP 1000 *Intro to Auto Collision Repair (4)*
ACRP 1005 *Auto Components Repair/Replace (4)*
ACRP 1010 *Foundations Collision Repair (5)*
ACRP 1015 *Fundamentals of Auto Welding (4)*

Choose a Specialization – Total of 12 Hours

Refinishing Specialization

ACRP 2001 *Intro Auto Painting/Refinishing (5)*
ACRP 2002 *Paint/Refinish Techniques (5)*
ACRP 2009 *Refinishing Internship (2)*

Major Collision Repair Specialization

ACRP 2010 *Major Collision Repair (5)*
ACRP 2015 *Major Collision Replacements (5)*
ACRP 2019 *Major Collision Repair Internship (2)*

Total: 40 Hours

For more information about our graduation rates, the

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Automotive Collision Repair

Diploma Program

ACR2

Program Description

The Automotive Collision Repair diploma program is designed to prepare students for careers in the automotive collision repair profession. Academic, technical, and professional knowledge and skills are developed for job acquisition, retention, and advancement. Graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Additional Entrance Requirements:

Students must complete all Basic Skills core courses prior to beginning Occupational Courses.
Students are required to provide a toolbox with basic tools needed for the program. A complete list of required tools may be obtained from the Automotive Collision Repair department.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Automotive Chassis Technician Specialist

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

ASG1

Curriculum

Program-Specific Core – Total of 17 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 1030 *Automotive Brake Systems (4)*
AUTT 1050 *Auto Suspension Steering Systems (4)*

Total: 17 Hours

Program Description

The Automotive Chassis Technician Specialist 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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Automotive Climate Control Technician

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

AH21

Curriculum

Program-Specific Core – Total of 14 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 1060 *Auto Climate Control Systems (5)*

Total: 14 Hours

Program Description

The Automotive Climate Control Technician 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Automotive Technology

Updated: 4/04/2019
Effective Term: 201716

Degree Program
AT23

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives

COMP 1000 *Introduction to Computers (3)*
AUTT 2100 *Alternative Fuel Vehicles (4)*
AUTT 2110 Auto. *Light Duty Diesel Engines (6)*

Program-Specific Core – Total of 47 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 1030 *Automotive Brake Systems (4)*

AUTT 1040 *Auto Engine Performance (7)* - *OR* - AUTT 1041 (3) + AUTT 1042 (4) *Auto Engine Performance I & II*

Occupational-Related Elective: Choose 3 Hours

AUTT 1050 *Auto Suspension Steering Systems (4)*
AUTT 1060 *Auto Climate Control Systems (5)*

AUTT 2010 *Automotive Engine Repair (6)* - *OR* - AUTT 2011 (3) + AUTT 2012 (3) *Automotive Engine Repair I & II*

AUTT 2020 *Auto Manual Drive Train/Axle (4)*
AUTT 2030 *Auto Transmission/Transaxle (5)*

Total: 62 Hours

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Automotive Technology

Degree Program

AT23

Program Description

The Automotive Technology Associates Degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters
Campus Availability: Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Automotive Technology

Updated: 4/4/19
Effective Term: 201716

Diploma Program

AT14

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 47 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* -
AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 1030 *Automotive Brake Systems (4)*

AUTT 1040 *Auto Engine Performance (7)* - *OR* -
AUTT 1041 (3) + AUTT 1042 (4) *Auto Engine Performance I & II*

AUTT 1050 *Auto Suspension Steering Systems (4)*
AUTT 1060 *Auto Climate Control Systems (5)*

AUTT 2010 *Automotive Engine Repair (6)* - *OR* -
AUTT 2011 (3) + AUTT 2012 (3) *Automotive Engine Repair I & II*

AUTT 2020 *Auto Manual Drive Train/Axle (4)*
AUTT 2030 *Auto Transmission/Transaxle (5)*

Occupational-Related Elective: Choose 3 Hours

Occupational-Related Electives

COMP 1000 *Introduction to Computers (3)*
AUTT 2100 *Alternative Fuel Vehicles (4)*
AUTT 2110 Auto. *Light Duty Diesel Engines (6)*

Total: 55 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Automotive Technology
Diploma Program
AT14

Program Description

The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
5 Semesters
Campus Availability: Barrow, Dawson

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Automotive Electrical/Electronic Systems Technician

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

AE41

Curriculum

Program-Specific Core – Total of 9 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

Total: 9 Hours

Program Description

This 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Automotive Engine Performance Technician

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

AE51

Curriculum

Program-Specific Core – Total of 16 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 1040 *Auto Engine Performance (7)* - *OR* - AUTT 1041 (3) + AUTT 1042 (4) *Auto Engine Performance I & II*

Total: 16 Hours

Program Description

The Automotive Engine Performance Technician 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/electronics diagnosis, and diagnosis and service of fuel, ignition, emission and electronic engine controls.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Automotive Engine Repair Technician

Updated: 4/04/19
Effective Term: 201716

Certificate Program

AE61

Curriculum

Program-Specific Core – Total of 15 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 2010 *Automotive Engine Repair (6)* - *OR* - AUTT 2011 (3) + AUTT 2012 (3) *Automotive Engine Repair I & II*

Total: 15 Hours

Program Description

The Automotive Engine Repair Technician 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Industrial Truck (Forklift) Maintenance & Repair

Updated: 4/04/19
Effective Term: 201812

Certificate Program

ITF1

Curriculum

Program-Specific Core – Total of 36 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 1030 *Automotive Brake Systems (4)*

AUTT 1040 *Auto Engine Performance (7)* - *OR* - AUTT 1041 (3) + AUTT 1042 (4) *Auto Engine Performance I & II*

AUTT 2010 *Automotive Engine Repair (6)* - *OR* - AUTT 2011 (3) + AUTT 2012 (3) *Automotive Engine Repair I & II*

AUTT 2100 *Alternative Fuel Vehicles (4)*

DIET 2001 *Heavy Equipment Hydraulics (6)*

Total: 36 Hours

Program Description

The Industrial Truck (Forklift) Maintenance and Repair Certificate is a sequence of courses designed to prepare students for careers in the forklift and industrial equipment service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of material handling equipment mechanical theory and practical application necessary for successful employment. Students earning this certificate are prepared to sit for Automotive Service Excellence Certifications.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Automotive Transmission/Transaxle Tech Specialist

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

AA71

Curriculum

Program-Specific Core – Total of 18 Hours

AUTT 1010 *Auto Technology Introduction (2)*

AUTT 1020 *Auto Electrical Systems (7)* - *OR* - AUTT 1021 (4) + AUTT 1022 (3) *Auto Electrical Systems I & II*

AUTT 2020 *Auto Manual Drive Train/Axle (4)*
AUTT 2030 *Auto Transmission/Transaxle (5)*

Total: 18 Hours

Program Description

The Automotive Transmission/Transaxle Tech Specialist 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Building Automation Systems

Updated: 4/04/2019
Effective Term: 201616

Degree Program

BAS3

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1111 *College Algebra (3)*

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)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 Human Develop. *(3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 48 Hours

AIRC 1005 *Refrigeration Fundamentals (4)*
AIRC 1010 *Refrigeration Principles/Practices (4)*
AIRC 1020 *Refrigeration System Components (4)*
BUAS 1010 *BAS Fundamentals (2)*
BUAS 1020 *BAS Electrical Concepts I (3)*
BUAS 1030 *BAS Electrical Concepts II (3)*
BUAS 1040 *BAS Devices (3)*
BUAS 1050 *BAS Network Architecture (3)*
BUAS 1060 *BAS Advanced Electrical Concepts (3)*
BUAS 2010 *BAS Comm HVAC/R & Controls (3)*
BUAS 2020 *BAS Logic/Programming (4)*
BUAS 2030 *BAS Design/Installation (4)*
BUAS 2040 *BAS Integration (5)*
BUAS 2050 *BAS Internship (3)*

Total: 63 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Building Automation Systems

Degree Program

BAS3

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters
Campus Availability: Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Building Automation Systems

Updated: 4/04/2019
Effective Term: 201516

Diploma Program

BAS4

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- EMPL 1000 *Interpersonal Relations (2)*
- MATH 1013 *Algebraic Concepts (3)*

Program-Specific Core – Total of 40 Hours

- AIRC 1005 *Refrigeration Fundamentals (4)*
- AIRC 1010 *Refrigeration Principles/Practices (4)*
- AIRC 1020 *Refrigeration System Components (4)*
- BUAS 1010 *BAS Fundamentals (2)*
- BUAS 1020 *BAS Electrical Concepts I (3)*
- BUAS 1030 *BAS Electrical Concepts II (3)*
- BUAS 1040 *BAS Devices (3)*
- BUAS 1050 *BAS Network Architecture (3)*
- BUAS 1060 *BAS Advanced Electrical Concepts (3)*
- BUAS 2010 *BAS Comm HVAC/R & Controls (3)*
- BUAS 2020 *BAS Logic/Programming (4)*
- BUAS 2030 *BAS Design/Installation (4)*

Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

- AIRC 1060 *AC System App/Installation (4)*
- COMP 1000 *Introduction to Computers (3)*
- IDSY 1110 *Industrial Motor Controls (5)*
- IDSY 1130 *Industrial Wiring (5)*
- IDSY 1190 *Fluid Power/Piping Systems (5)*
- IDSY 1230 *Industrial Instrumentation (4)*

Total: 51 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Building Automation Systems

Diploma Program

BAS4

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Applied Technical Management

Updated: 4/04/2019
Effective Term: 201616

Degree Program
AS33

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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)*
- REGL 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 *Quant. Skills/Reason (3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Intro Psychology (3)*
- PSYC 2103 *Human Develop. (3)*
- RELG 1101 *World Religions (3)*
- SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 16 Hours
- MGMT 1100 *Principles of Management (3)*
- MGMT 1105 *Organizational Behavior (3)*

- MGMT 1110 *Employment Rules & Regulations (3)* - *OR* -
- ACCT 2140 *Legal Environment of Business (3)* - *OR* -
- MKTG 1130 *Business Regulations/Compliance (3)*

- MGMT 2125 *Performance Management (3)*
- ACCT 1100 *Financial Accounting I (4)*

Diploma in a TCSG Program Area* – at least 37 Hours
***Must be earned prior to admission into program**

Total: 68 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Applied Technical Management

Degree Program

AS33

Program Description

The Applied Technical Management Degree program allows a student with a completed diploma in a TCSG program area to obtain an Associate of Applied Science Degree. 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Additional Requirements for Program Admission:

Diploma in a TCSG program (minimum 37 semester credit hours) prior to admission in this degree.
Advisor approval prior to being admitted.

Program Length & Availability

5 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Bilingual Customer Service Specialist

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

BC11

Curriculum

Program-Specific Core – Total of 15 Hours

BUSN 1045 *Managing Customer Relationship (2)*
MGMT 1120 *Introduction to Business (3)*
SPAN 1101 *Intro to Spanish Lang/Culture (3)*
SPAN 1102 *Intro to Spanish Lang/Culture II (3)*
SPAN 1050 *Spanish Culture & Community (2)*

LETA 2120 *Fund. Spanish for Law Enforcement (2) - OR -*
ALHS 1054 *Spanish for Allied Health Workers (3) - OR -*
HORT 1690 *Horticulture Spanish (3)*

Total: 15 Hours

Program Description

The Bilingual Customer Service Specialist certificate of credit prepares people for work in the business environment by training the individual to provide quality customer service in both English and Spanish through an understanding of the nature of business customer service, Hispanic culture and etiquette, and personal growth and development in the context of constant change. Graduates will be trained to work in a variety of business environments.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Business Management

Updated: 4/04/2019
Effective Term: 201712

with Specialization in General Management, Marketing, or Social Media.

Degree Program
MD13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 18 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*
MATH 1127 *Introduction to Statistics (3)*

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)*
RELG 1101 *World Religions (3)*

General Education Core Electives – Choose 6 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 33 Hours

COMP 1000 *Introduction to Computers (3)*
MGMT 1100 *Principles of Management (3)*
MGMT 1105 *Organizational Behavior (3)*

MGMT 1135 *Managerial Acct/Finance (3)* - *OR* -
ACCT 1100 *Financial Accounting I (4)*

MGMT 1110 *Employment Rules/Regulations (3)* - *OR* -
MKTG 1130 *Business Regs/Compliance (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 a Specialization – Total 12 Hours

General Management Specialization

Choose **12 hours** from any Business Management (MGMT) or Marketing (MKTG) courses

Marketing Specialization

MKTG 1100 *Principles of Marketing (3)*
MKTG 1190 *Integrated Marketing Communications (3)*
MKTG 2500 *Exploring Social Media (3)*
Marketing Elective – Choose **3 hours** from any MKTG course

Social Media Specialization

MKTG 1100 *Principles of Marketing (3)*
MKTG 1190 *Integrated Marketing Communications (3)*
MKTG 2500 *Exploring Social Media (3)*
MKTG 2550 *Analyzing Social Media (3)*

Total: 63 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Business Management

with Specialization in General Management, Marketing, or Social Media.

Degree Program

MD13

Program Description

The Business Management program allows students to specialize in General Management, Marketing, or Social Media, and is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement as a business manager, owner, or marketing specialist. **Graduates of the program receive a Business Management Degree with a specialization in General Management, Marketing, or Social Media**.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Business Management

Updated: 4/04/2019
Effective Term: 201712

Diploma Program

MD12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*

EMPL 1000 *Interpersonal Relations (2)* - *OR* -
PSYC 1010 *Basic Psychology (3)*

MATH 1011 *Business Math (3)* - *OR* -
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 33 Hours

COMP 1000 *Introduction to Computers (3)*

MGMT 1100 *Principles of Management (3)*
MGMT 1105 *Organizational Behavior (3)*

MGMT 1110 *Employment Rules/Regulations (3)* - *OR* -
MKTG 1130 *Business Regs/Compliance (3)*

MGMT 1115 *Leadership (3)*
MGMT 1120 *Introduction to Business (3)*
MGMT 1125 *Business Ethics (3)*

MGMT 1135 *Managerial Acct/Finance (3)* - *OR* -
ACCT 1100 *Financial Accounting I (4)*

MGMT 2115 *Human Resource Management (3)*
MGMT 2125 *Performance Management (3)*
MGMT 2215 *Team Project (3)*

Specific Occupational-Related Electives – Choose 6 Hours

Specific Occupational-Related Electives

MGMT 2120 *Labor Mgmt Relations (3)*
MGMT 2130 *Employee Training/Devt (3)*
MGMT 2135 *Mgmt Communications (3)*
MGMT 2155 *Quality Mgmt Principles (3)*
MGMT 2210 *Project Management (3)*
MGMT 2220 *Management OBI (3)*
MKTG 1100 *Principles of Marketing (3)*
MKTG 1130 *Business Regulations/Compliance (3)*
MKTG 1160 *Professional Selling (3)*
MKTG 2000 *Global Marketing (3)*
MKTG 2010 *Small Business Management (3)*
MKTG 2070 *Buying & Merchandising (3)*
MKTG 2210 *Entrepreneurship (6)*
MKTG 2300 *Marketing Management (3)*

Total: 47 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Business Management
Diploma Program
MD12

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online.

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Supervisor/Management Specialist

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

SS31

Curriculum

Program-Specific Core – Total of 12 Hours

MGMT 1100 *Principles of Management (3)*
MGMT 1115 *Leadership (3)*
MGMT 2115 *Human Resource Management (3)*

MGMT 1110 *Employment Rules & Regulations (3) - OR –*
MKTG 1130 *Business Regulations/Compliance (3) - OR –*
MGMT 2120 *Labor Management Relations (3)*

Total: 12 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall, Forsyth, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Business Technology

Degree Program

BA23

Updated: 04/04/19
Effective Term: 201712

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 43 Hours

COMP 1000 *Introduction to Computers (3)*
BUSN 1400 *Word Processing (4)*
BUSN 1430 *Desktop Publishing/Presentation Apps (4)*
BUSN 1440 *Document Production (4)*
BUSN 1190 *Digital Technologies (2)*
BUSN 1240 *Office Procedures (3)*
BUSN 1410 *Spreadsheet Concepts & Apps (4)*
BUSN 1420 *Database Applications (4)*
BUSN 2160 *Electronic Mail Applications (2)*
BUSN 2210 *Applied Office Procedures (3)*
BUSN 2190 *Business Document Proofreading/Editing (3)*
MGMT 1100 Principles of Management (3)

ACCT 1100 *Financial Accounting I (4) - OR -*
BUSN 2200 *Office Accounting (4)*

Specific Occupational-Guided Electives – Choose 6 Hours

Total: 64 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 Human Develop. *(3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives

ACCT 1105 *Financial Accounting II (4)*
ACCT 1130 *Payroll Accounting (3)*
ACCT 2145 *Personal Finance (3)*
BUSN 1045 *Managing Customer Relationships (2)*
BUSN 1250 *Records Management (3)*
CIST 1510 *Web Development I (3)*
DMPT 1000 *Introduction to Design (4)*
MGMT 1120 *Introduction to Business (3)*
MGMT 1125 *Business Ethics (3)*
MGMT 2115 *Human Resources Management (3)*
MKTG 1130 *Business Regs/Compliance (3)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Business Technology
Degree Program
BA23

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
5 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Business Technology

Updated: 4/04/2019
Effective Term: 201712

Diploma Program

BA22

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*

EMPL 1000 *Interpersonal Relations (2)* - *OR* -
PSYC 1010 *Basic Psychology (3)*

MATH 1011 *Business Math (3)* - *OR* -
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 18 Hours

COMP 1000 *Introduction to Computers (3)*
BUSN 1400 *Word Processing (4)*
BUSN 1440 *Document Production (4)*
BUSN 2190 *Business Document Proofreading/Editing (3)*

ACCT 1100 *Financial Accounting I (4)* - *OR* -
BUSN 2200 *Office Accounting (4)*

Business Administrative Assistant Specialization – Total of 24 Hours

BUSN 1190 *Digital Technologies (2)*
BUSN 1240 *Office Procedures (3)*
BUSN 1410 *Spreadsheet Concepts & Apps (4)*
BUSN 1430 *Desktop Publishing/Presentation Apps (4)*
BUSN 2160 *Electronic Mail Applications (2)*
BUSN 2210 *Applied Office Procedures (3)*
Specific Occupational-Guided Electives **– Choose 6 Hours**

Occupational-Related Electives

ACCT 1105 *Financial Accounting II (4)*
ACCT 1130 *Payroll Accounting (3)*
ACCT 2145 *Personal Finance (3)*
ALHS 1011 *Structure/Function-Human Body (5)*
ALHS 1090 *Medical Terminology (2)*
BUSN 1045 *Managing Customer Relationships (2)*
BUSN 1250 *Records Management (3)*
BUSN 1420 *Database Applications (4)*
BUSN 2340 *Medical Admin Procedures (4)*
CIST 1510 *Web Development I (3)*
DMPT 1000 *Introduction to Design (4)*
MGMT 1100 *Principles of Management (3)*
MGMT 1120 *Introduction to Business (3)*
MGMT 1125 *Business Ethics (3)*
MGMT 2115 *Human Resources Management (3)*
MKTG 1130 *Business Regs/Compliance (3)*

Total: 50 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Business Technology
Diploma Program
BA22

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson, Online.

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Medical Front Office Assistant

Updated: 04/04/2019
Effective Term: 201714

Certificate Program

MF21

Curriculum

Program-Specific Core – Total of 16 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- COMP 1000 *Introduction to Computers (3)*
- BUSN 1440 *Document Production (4)*
- BUSN 2340 *Healthcare Admin Procedures (4)*
- ALHS 1090 *Medical Terminology (2)*

Specific Occupational-Related Electives – Total of 7 Hours

- ALHS 1011 *Structure/Function-Human Body (5)*
- **Choose** a minimum of **2 Hours**

Occupational-Related Electives

- ALHS 1040 *Introduction to Health Care (3)*
- ALHS 1054 *Spanish for Allied Health Workers (3)*
- MAST 1100 *Medical Insurance Mgmt (2)*
- MAST 1110 *Administrative Practice Mgmt (3)*

Total: 23 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Microsoft Excel Application Professional

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

ME51

Curriculum

Program-Specific Core – Total of 10 Hours

COMP 1000 *Introduction to Computers (3)*
BUSN 1410 Spreadsheet Concepts & Apps (4)

MATH 1011 *Business Math (3)* - *OR* -
MATH 1012 *Foundations of Mathematics (3)*

Specific Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

BUSN 1420 *Database Applications (4)*
BUSN 1430 *Desktop Publishing/Presentation Apps (4)*
BUSN 1440 *Document Production (4)*

Total: 13 Hours

Program Description

This certificate of credit prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Microsoft Office Applications Professional

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

MF41

Curriculum

Program-Specific Core – Total of 19 Hours

- COMP 1000 *Introduction to Computers (3)*
- BUSN 1400 *Word Processing (4)*
- BUSN 1410 Spreadsheet Concepts & Apps (4)
- BUSN 1420 *Database Applications (4)*
- BUSN 1430 *Desktop Publishing/Presentation Apps (4)*

Specific Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

- BUSN 1240 *Office Procedures (3)*
- BUSN 1440 *Document Production (4)*
- CIST 1510 *Web Development I (3)*
- MGMT 1120 *Introduction to Business (3)*

Total: 22 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters

Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Commercial Truck Driving

Updated: 4/04/2019
Effective Term: 201716

Certificate Program

CT61

Curriculum

Program-Specific Core – Total of 9 Hours

CTDL 1010 *Fundamentals of Commercial Driving (3)*
CTDL 1020 *Combination Vehicle Basic Operation & Range Work (2)*

CTDL 1030 *Combination Vehicle Advanced Operations (4)* - *OR* -
CTDL 1040 *Commercial Driving Internship (4)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Total: 9 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

All students who enter the Commercial Truck Driver training program are subject to all Federal Motor Carrier Safety Regulations (FMCSR) as they apply to the professional driver. Each student's file must contain copies of the driver's Motor Vehicle Record (MVR), DOT Physical, and a NIDA 5 DOT drug screen before they can operate a commercial vehicle on public roads. All CDL testing is done under contract with the Georgia Department of Driver Services (DDS). CDL testing is administered by DDS certified 3rd party examiners under the direction of the Georgia DDS. Each testing location is randomly audited several times each year to ensure compliance.

Program Length & Availability

8 Weeks
Campus Availability: Hall

Admissions Requirements

- Must be 18 years of age (drivers must be 21 years old to drive a commercial truck outside the state of Georgia)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.
- Valid Driver's License

Program Requirements

- After initial placement testing, prospective students will be required to submit a DOT physical and drug test and satisfactory MVR. "Satisfactory" is defined as no more than 8 points and 3 moving violations in the last 7 years and no DUI within the last 3 years. The report must be within 30 days of the first day of class. It is FMSCA regulation that these be submitted prior to the issuance of a CDL or learners permit, which is required prior to beginning in-the-truck training. Further, random drug testing is required during the course of the CTD program.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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CISCO CCNP Specialist

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

CD71

Curriculum

Program-Specific Core – Total of 12 Hours

CIST 2471 *Implementing IP Routing (4)*
CIST 2472 *Implementing IP Switching (4)*
CIST 2473 *Maintaining/Troubleshooting IP Net (4)*

Total: 12 Hours

Program Description

This certificate prepares the experienced LAN and WAN technician to take the four CISCO Certified Networking Professional (CCNP) exams. Not only does the curriculum prepare students for the testing, but it also has the skill sets preparation that will enable the student to perform the associated tasks. Students must have received their CCNA Certification or have completed the courses in the CISCO Network Specialist technical certificate of credit.

Program Specific Information

Students are accepted each semester based on course and space availability.

Additional Requirements for Admission

Successful completion of CISCO Network Specialist technical certificate of credit or CCNA Certification.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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CISCO Network Specialist

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

CN71

Curriculum

Program-Specific Core – Total of 16 Hours

CIST 2451 *Cisco Introduction to Networks (4)*
CIST 2452 *Routing/Switching Essentials (4)*
CIST 2453 *Cisco Scaling Networks (4)*
CIST 2454 *Connecting Networks (4)*

Total: 16 Hours

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

Program Specific Information
Students are accepted each semester based on course and space availability.

Additional Requirements for Admission
Successful completion of CIST 1122 and CIST 1130, or 2 years of experience in the networking field, or completion of CIST degree or diploma from a regionally accredited college or university.

Program Length & Availability
4 Semesters
Campus Availability: Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Computer Support Specialist

Updated: 4/04/2019
Effective Term: 201616

Degree Program
CS23

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
- MUSC 1101 *Music Appreciation (3)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 32 Hours
- COMP 1000 *Introduction to Computers (3)*
- CIST 1001 *Computer Concepts (4)*
- CIST 1130 *Operating Systems Concepts (3)*
- CIST 1305 *Program Design & Development (3)*

- CIST 1401 *Comp Networking Fundamentals (4)* - *OR* -
- CIST 2441 *Network Home/Small Business (4)* - *OR* -
- CIST 2451 Cisco Introduction to Networks (4)

- CIST 2129 *Comp Database Techniques* (4) - *OR* -
- BUSN 1420 *Database Applications* (4)

- CIST 1122 *Hardware Install/Maintenance (4)*
- CIST 1601 *Info Security Fundamentals (3)*
- CIST 2921 *IT Analysis & Design (4)*

CIST Electives – Choose 12 Hours

Office Productivity Application Course – Choose 3 Hours

Total: 62 Hours

General Education Core Electives
- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 *Quant. Skills/Reason (3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Intro Psychology (3)*
- PSYC 2103 *Human Develop. (3)*
- RELG 1101 *World Religions (3)*
- SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

CIST Electives
- BUSN 1410 *Spreadsheet Concepts & Apps (4)*
- CIST 1401 *Comp Networking Fundamentals (4)*
- CIST 1510 *Web Development I (3)*
- CIST 1520 *Scripting Technologies (3)*
- CIST 1530 *Web Graphics I (3)*
- CIST 1540 *Web Animation I (3)*
- CIST 2127 *Computer Word Processing (3)*
- CIST 2128 *Computer Spreadsheet Techniques (3)*
- CIST 2129 *Computer Database Techniques (4)*
- CIST 2311 *Visual Basic I (4)*
- CIST 2411 *Microsoft Client (4)*
- CIST 2412 *MS Server Directory Services (4)*
- CIST 2413 *MS Server Infrastructure (4)*
- CIST 2414 *MS Server Administrator (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 *Cisco Introduction to Networks (4)*
- CIST 2452 *Routing/Switching Essentials (4)*
- CIST 2453 *Cisco Scaling Networks (4)*
- CIST 2454 *Connecting Networks (4)*
- CIST 2510 *Web Technologies (3)*
- CIST 2550 *Web Development II (3)*
- CIST 2560 *Web Application Programming (4)*
- CIST 2570 *Open Source Web App Prog. I (4)*

Office Productivity Application Course
- BUSN 1400 *Word Processing (4)*
- BUSN 1410 *Spreadsheet Concepts & Apps (4)*
- BUSN 1430 *Desktop Pub/Presentations Apps (4)*

Computer Support Specialist

Degree Program

CS23

Program Description

The 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 specialists.

Program Specific Information

Students are accepted every semester based on course and space availability.

Industry Certification Preparation

CompTIA A+, Network+, Project+

Program Length & Availability

5 Semesters

Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Computer Support Specialist

Updated: 4/04/2019
Effective Term: 201516

Diploma Program

CS14

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 32 Hours

COMP 1000 *Introduction to Computers (3)*
CIST 1001 *Computer Concepts (4)*
CIST 1130 *Operating Systems Concepts (3)*
CIST 1305 *Program Design & Development (3)*

CIST 1401 *Comp Networking Fundamentals (4)* - *OR* -
CIST 2441 *Network Home/Small Business (4)* - *OR* -
CIST 2451 Cisco Introduction to Networks (4)

CIST 2129 *Comp Database Techniques* (4) - *OR* -
BUSN 1420 *Database Applications* (4)

CIST 1122 *Hardware Install/Maintenance (4)*
CIST 1601 *Info Security Fundamentals (3)*
CIST 2921 *IT Analysis & Design (4)*

CIST Electives – Choose 15 Hours

Total: 55 Hours

CIST Electives

BUSN 1410 *Spreadsheet Concepts & Apps (4)*
CIST 1401 *Comp Networking Fundamentals (4)*
CIST 1510 *Web Development I (3)*
CIST 1520 *Scripting Technologies (3)*
CIST 1530 *Web Graphics I (3)*
CIST 1540 *Web Animation I (3)*
CIST 2127 *Computer Word Processing (3)*
CIST 2128 *Computer Spreadsheet Techniques (3)*
CIST 2129 *Computer Database Techniques (4)*
CIST 2311 *Visual Basic I (4)*
CIST 2411 *Microsoft Client (4)*
CIST 2412 *MS Server Directory Services (4)*
CIST 2413 *MS Server Infrastructure (4)*
CIST 2414 *MS Server Administrator (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 *Cisco Introduction to Networks (4)*
CIST 2452 *Routing/Switching Essentials (4)*
CIST 2453 *Cisco Scaling Networks (4)*
CIST 2454 *Connecting Networks (4)*
CIST 2510 *Web Technologies (3)*
CIST 2550 *Web Development II (3)*
CIST 2560 *Web Application Programming (4)*
CIST 2570 *Open Source Web App Prog. I (4)*

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Computer Support Specialist

Diploma Program

CS14

Program Description

The Computer Support Specialist diploma program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Support Specialist diploma and are qualified for employment as computer support specialists.

Program Specific Information

Students are accepted every semester based on course and space availability.

Industry Certification Preparation

CompTIA A+, Network+, Project+

Program Length & Availability

4 Semesters

Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
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Internet Specialist – Web Site Design

Updated: 4/04/2019
Effective Term: 201616

Degree Program

IS53

Curriculum

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 42 Hours

COMP 1000 *Introduction to Computers (3)*
CIST 1001 *Computer Concepts (4)*
CIST 1305 *Program Design & Development (3)*
CIST 1220 *Structured Query Language (4)*
CIST 1510 *Web Development I (3)*
CIST 1520 *Scripting Technologies (3)*
CIST 1530 *Web Graphics I (3)*
CIST 1601 *Info Security Fundamentals (3)*
CIST 2510 *Web Technologies (3)*

CIST 2531 *Web Graphics II (3)* - *OR* -
CIST 2541 *Web Animation II (3)*

CIST 2550 *Web Development II (3)*
CIST 2921 *IT Analysis & Design (4)*

CIST 2950 *Web Systems Projects (3)* - *OR* -
CIST 2991 *CIST Internship I (3)*

CIST Elective Programming Course – Choose 4 Hours

CIST Elective – Choose 3 Hours

Total: 64 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (3)*
ENGL 2130 *American Literature (3)*
HIST 1111 *World History I (3)*
HIST 1112 *World History II (3)*
HIST 2111 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Elective Programming Courses

CIST 2311 *Visual Basic I (4)*
CIST 2351 *PHP Programming I (4)*
CIST 2371 *Java Programming (4)*
CIST 2381 *Mobile Application Development (4)*
CIST 2560 *Web Application Programming (4)*
CIST 2570 *Open Source Web App Prog. I (4)*
CIST 2580 *Interactive/Social Apps Integ. (4)*

CIST Elective Courses

CIST 1540 *Web Animation I (3)*
CIST 2311 *Visual Basic I (4)*
CIST 2351 *PHP Programming I (4)*
CIST 2371 *Java Programming (4)*
CIST 2381 *Mobile Application Development (4)*
CIST 2560 *Web Application Programming (4)*
CIST 2570 *Open Source Web App Prog. I (4)*
CIST 2580 *Interactive/Social Apps Integ. (4)*

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Internet Specialist – Web Site Design

Degree Program

IS53

Program Description

The Internet Specialist Web Site Design 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 Internet Specialists - Web Site Designers.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Internet Specialist – Web Site Design

Updated: 3/25/2019
Effective Term: 201516

Diploma Program
IS64

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- EMPL 1000 *Interpersonal Relations (2)*
- MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 39 Hours

- COMP 1000 *Introduction to Computers (3)*
- CIST 1001 *Computer Concepts (4)*
- CIST 1305 *Program Design & Development (3)*
- CIST 1220 *Structured Query Language (4)*
- CIST 1510 *Web Development I (3)*
- CIST 1520 *Scripting Technologies (3)*
- CIST 1530 *Web Graphics I (3)*
- CIST 1601 *Info Security Fundamentals (3)*
- CIST 2510 *Web Technologies (3)*
- CIST 2531 *Web Graphics II (3)* - *OR* -
  CIST 2541 *Web Animation II (3)*
- CIST 2550 *Web Development II (3)*
- CIST 2921 *IT Analysis & Design (4)*

CIST Elective Programming Course – Choose 4 Hours

CIST Elective – Choose 3 Hours

Total: 54 Hours

Elective Programming Courses

- CIST 2311 *Visual Basic I (4)*
- CIST 2351 *PHP Programming I (4)*
- CIST 2371 *Java Programming (4)*
- CIST 2381 *Mobile Application Development (4)*
- CIST 2560 *Web Application Programming (4)*
- CIST 2570 *Open Source Web App Prog. I (4)*
- CIST 2580 *Interactive/Social Apps Integ. (4)*

CIST Electives

- CIST 1540 *Web Animation I (3)*
- CIST 2311 *Visual Basic I (4)*
- CIST 2351 *PHP Programming I (4)*
- CIST 2371 *Java Programming (4)*
- CIST 2381 *Mobile Application Development (4)*
- CIST 2560 *Web Application Programming (4)*
- CIST 2570 *Open Source Web App Prog. I (4)*
- CIST 2580 *Interactive/Social Apps Integ. (4)*

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Internet Specialist – Web Site Design

Diploma Program

IS64

Program Description

The Internet Specialist Web Site Design 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. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Internet Specialist – Website Developer

Updated: 3/25/2019
Effective Term: 201516

Certificate Program

ISE1

Curriculum

Program-Specific Core – Total of 28 Hours

CIST 1305 *Program Design & Development (3)*
CIST 1220 *Structured Query Language (4)*
CIST 1510 *Web Development I (3)*
CIST 1520 *Scripting Technologies (3)*
CIST 1530 *Web Graphics I (3)*
CIST 2550 *Web Development II (3)*
CIST 1601 *Info Security Fundamentals (3)*
CIST 2510 *Web Technologies (3)*

CIST 2541 *Web Animation II (3) - OR -*
CIST 2531 *Web Graphics II (3)*

CIST Elective Programming Course – Choose 4 Hours

Elective Programming Courses

CIST 2311 *Visual Basic I (4)*
CIST 2351 *PHP Programming I (4)*
CIST 2371 *Java Programming (4)*
CIST 2381 *Mobile Application Development (4)*
CIST 2560 *Web Application Programming (4)*
CIST 2570 *Open Source Web App Prog. I (4)*
CIST 2580 *Interactive/Social Apps Integ. (4)*

CIST Elective – Choose 3 Hours

Elective Programming Courses

CIST 1540 *Web Animation I (3)*
CIST 2311 *Visual Basic I (4)*
CIST 2351 *PHP Programming I (4)*
CIST 2371 *Java Programming (4)*
CIST 2381 *Mobile Application Development (4)*
CIST 2560 *Web Application Programming (4)*
CIST 2570 *Open Source Web App Prog. I (4)*
CIST 2580 *Interactive/Social Apps Integ. (4)*

Total: 35 Hours

Program Description

The curriculum in the Internet Specialist Web Site Design technical certificate of credit prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including: web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite, and/or open source products. Program graduates will have the skills necessary for employment in the web design field or to work as a free-lance web designer. The purpose of this certificate is to provide training opportunities for persons who are 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.

Program Specific Information

Students are accepted each semester based on course and space availability.

Additional Requirements for Admission

Advisor Approval Needed. Skills required include: Computer Concepts, Networking Fundamentals, Operating System Fundamentals, and Programming Fundamentals

Program Length & Availability

2 Semesters
Campus Availability: Hall

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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LINUX/UNIX System Administrator

Updated: 3/25/2019
Effective Term: 201516

Certificate Program

LA31

Curriculum

Program-Specific Core – Total of 16 Hours

CIST 2431 *UNIX/LINUX Introduction (4)*
CIST 2432 *UNIX/LINUX Server (4)*
CIST 2433 *UNIX/LINUX Advanced Server (4)*
CIST 2434 *UNIX/LINUX Scripting (4)*

Total: 16 Hours

Program Description
The LINUX/UNIX System Administrator certificate of credit is designed to train students in the skills needed to design, build, and maintain LINUX/UNIX networks.

Program Specific Information
Students are accepted each semester based on course and space availability.

Additional Requirements for Admission
Knowledge of networking and operation systems and advisor approval.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Networking Specialist

Updated: 3/25/2019
Effective Term: 201616

Degree Program
NS13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 21 Hours

COMP 1000 *Introduction to Computers (3)*
CIST 1001 *Computer Concepts (4)*
CIST 1122 *Hardware Install/Maintenance (4)*
CIST 1130 *Operating Systems Concepts (3)*

CIST 1401 *Comp Networking Fundamentals (4) - OR -*
CIST 2441 *Network Home/Small Business (4) - OR -*
CIST 2451 Cisco Introduction to Networks (4)

CIST 1601 *Info Security Fundamentals (3) - OR -*
CIST 1602 *Security Policies & Procedures (3) - OR -*
CIST 2601 *Implementing Op System Security (4) - OR -*
CIST 2602 *Network Security (4) - OR -*
CIST 2611 *Network Defense (4) - OR -*
CIST 2612 *Computer Forensics (4)*

CIST Electives– Choose 14 Hours

(CURRICULUM CONTINUES ON NEXT PAGE)

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

CIST Electives

CIST 1305 *Program Design & Development (3)*
CIST 1401 *Comp Networking Fundamentals (4)*
CIST 1601 *Info Security Fundamentals (3)*
CIST 1602 *Security Policies & Procedures (3)*
CIST 1220 *Structured Query Language (SQL) (4)*
CIST 2351 *PHP Programming I (4)*
CIST 2411 *Microsoft Client (4)*
CIST 2412 *MS Server Directory Services (4)*
CIST 2413 *MS Server Infrastructure (4)*
CIST 2414 *MS Server Administrator (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 2441 *Network Home/Small Business (4)*
CIST 2451 *Cisco Introduction to Networks (4)*
CIST 2452 *Routing/Switching Essentials (4)*
CIST 2453 *Cisco Scaling Networks (4)*
CIST 2454 *Connecting Networks (4)*
CIST 2471 *Implementing IP Routing (4)*
CIST 2472 *Implementing IP Switching (4)*
CIST 2473 *Maintaining/Troubleshooting IP Net (4)*
CIST 2601 *Implementing Op System Security (4)*
CIST 2602 *Network Security (4)*
CIST 2611 *Network Defense (4)*
CIST 2612 *Computer Forensics (4)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Networking Specialist
Degree Program
NS13

Curriculum (continued)

Choose a Specialization – Total of 16 Hours

LINUX/UNIX Specialization

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 Specialization

CIST 2411 *Microsoft Client (4)*
CIST 2412 *MS Server Directory Services (4)*
CIST 2413 *MS Server Infrastructure (4)*

CIST 2414 *MS Server Administrator (4) - OR -*
CIST 2222 *Admin Microsoft SQL Server (4)*

CISCO Exploration Specialization

CIST 2452 *Routing/Switching Essentials (4)*
CIST 2453 *Cisco Scaling Networks (4)*
CIST 2454 *Connecting Networks (4)*

CIST 2451 *Cisco Introduction to Networks (4) - OR -*
CIST 2411 *Microsoft Client (4) - OR -*
CIST 2431 *UNIX/LINUX Introduction (4) - OR -*
CIST 2441 *Network Home/Small Business (4)*

Total: 66 Hours

Program Description

The Networking Specialist 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 Networking Specialists.

Program Specific Information

Students are accepted every semester based on course and space availability.

Industry Certification Preparation:

CompTIA A+, Network+, Security+
CompTIA Linux+
Microsoft MCSA, MCSE
Cisco CCENT, CCNA

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Program Length & Availability

5 Semesters
Campus Availability: Hall, Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Networking Specialist

Updated: 3/25/2019
Effective Term: 201516

Diploma Program

NS14

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 21 Hours

COMP 1000 *Introduction to Computers (3)*
CIST 1001 *Computer Concepts (4)*
CIST 1122 *Hardware Install/Maintenance (4)*
CIST 1130 *Operating Systems Concepts (3)*

CIST 1401 *Comp Networking Fundamentals (4)* - *OR* -
CIST 2441 *Network Home/Small Business (4)* - *OR* -
CIST 2451 Cisco Introduction to Networks (4)

CIST 1601 *Info Security Fundamentals (3)* - *OR* -
CIST 1602 *Security Policies & Procedures (3)* - *OR* -
CIST 2601 *Implementing Op System Security (4)* - *OR* -
CIST 2602 *Network Security (4)* - *OR* -
CIST 2611 *Network Defense (4)* - *OR* -
CIST 2612 *Computer Forensics (4)*

CIST Electives– Choose 9 Hours

Choose a Specialization – Total of 16 Hours

LINUX/UNIX Specialization

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 Specialization

CIST 2411 *Microsoft Client (4)*
CIST 2412 *MS Server Directory Services (4)*
CIST 2413 *MS Server Infrastructure (4)*

CIST 2414 *MS Server Administrator (4)* - *OR* -
CIST 2222 *Admin Microsoft SQL Server (4)*

CIST Electives

CIST 1305 *Program Design & Development (3)*
CIST 1401 *Comp Networking Fundamentals (4)*
CIST 1601 *Info Security Fundamentals (3)*
CIST 1602 *Security Policies & Procedures (3)*
CIST 1220 *Structured Query Language (SQL) (4)*
CIST 2351 *PHP Programming I (4)*
CIST 2411 *Microsoft Client (4)*
CIST 2412 *MS Server Directory Services (4)*
CIST 2413 *MS Server Infrastructure (4)*
CIST 2414 *MS Server Administrator (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 2441 *Network Home/Small Business (4)*
CIST 2451 *Cisco Introduction to Networks (4)*
CIST 2452 *Routing/Switching Essentials (4)*
CIST 2453 *Cisco Scaling Networks (4)*
CIST 2454 *Connecting Networks (4)*
CIST 2471 *Implementing IP Routing (4)*
CIST 2472 *Implementing IP Switching (4)*
CIST 2473 *Maintaining/Troubleshooting IP Net (4)*
CIST 2601 *Implementing Op System Security (4)*
CIST 2602 *Network Security (4)*
CIST 2611 *Network Defense (4)*
CIST 2612 *Computer Forensics (4)*

CISCO Exploration Specialization

CIST 2452 *Routing/Switching Essentials (4)*
CIST 2453 *Cisco Scaling Networks (4)*
CIST 2454 *Connecting Networks (4)*

CIST 2451 *Cisco Introduction to Networks (4)* - *OR* -
CIST 2411 *Microsoft Client (4)* - *OR –*
CIST 2414 *MS Server Administrator (4)* - *OR* -
CIST 2431 *UNIX/LINUX Introduction (4)* - *OR* -
CIST 2441 *Network Home/Small Business (4)*

Total: 54 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Networking Specialist
Diploma Program
NS14

Program Description
The Networking Specialist 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. Graduates are to be competent in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Networking Specialists.

Program Specific Information
Students are accepted every semester based on course and space availability.

Industry Certification Preparation:
CompTIA A+, Network+, Security+
CompTIA Linux+
Microsoft MCSA, MCSE
Cisco CCENT, CCNA

Program Length & Availability
5 Semesters
Campus Availability: Hall, Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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PC Repair & Network Technician

Updated: 3/25/2019
Effective Term: 201516

Certificate Program

PR21

Curriculum

Program-Specific Core – Total of 18 Hours

COMP 1000 *Introduction to Computers (3)*
CIST 1001 *Computer Concepts (4)*
CIST 1122 *Hardware Install/Maintenance (4)*
CIST 1130 *Operating Systems Concepts (3)*

CIST 1401 *Comp Networking Fundamentals (4)* - *OR* -
CIST 2441 *Network Home/Small Business (4)* - *OR* -
CIST 2451 Cisco Introduction to Networks (4)

Total: 18 Hours

Program Description

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

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Forsyth, Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Cosmetology

Diploma Program

CO12

Updated: 3/25/2019
Effective Term: 201614

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- EMPL 1000 *Interpersonal Relations (2)*
- MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 47 Hours

- COMP 1000 *Introduction to Computers (3)*
- COSM 1000 *Intro to Cosmetology Theory (4)*
- COSM 1010 *Chemical Texture Services (3)*
- COSM 1020 *Hair Care & 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 & Adv. 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 & Nail Care Practicum (2)*

Total: 55 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Cosmetology
Diploma Program
CO12

Program Description

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

Program Specific Information

Students are accepted every semester for basic skills courses based on course and space availability.
Students must complete all Learning Support courses before admittance into occupational courses.
Students must complete ALL COSM COURSES with a grade of C or higher in order to graduate.
Students must be 17 years of age to sit for the State Board of Cosmetology licensing exam.
PLEASE NOTE: Students must choose either the day or evening program. Day and evening classes cannot be combined.

Program Length & Availability

5 Semesters
Campus Availability: Hall, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Hair Designer

Updated: 3/25/2019
Effective Term: 201616

Certificate Program

HD21

Curriculum

Program-Specific Core – Total of 36 Hours

- COSM 1000 *Intro to Cosmetology Theory (4)*
- COSM 1010 *Chemical Texture Services (3)*
- COSM 1020 *Hair Care & 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: 36 Hours

Program Description

The Hair Designer technical certificate of credit is a sequence of courses that prepares students for careers in the field of hair design. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

Program Specific Information

Students must complete all Learning Support courses before admittance into occupational courses.
Students must complete ALL COSM COURSES with a grade of C or higher in order to graduate.
Students must be 17 years of age to sit for the State Board of Cosmetology licensing exam.
PLEASE NOTE: Students must choose either the day or evening program. Day and evening classes cannot be combined.

Program Length & Availability

4 Semesters
Campus Availability: Hall, Dawson

Admissions Requirements

- Must be 17 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Shampoo Technician

Updated: 3/25/2019
Effective Term: 201614

Certificate Program

ST11

Curriculum

Program-Specific Core – Total of 12 Hours

COSM 1000 *Intro to Cosmetology Theory (4)*
COSM 1020 *Hair Care & Treatment (3)*
COSM 1120 *Salon Management (3)*

EMPL 1000 *Interpersonal Relations (2) - OR -*
MKTG 1100 *Principles of Marketing (3) - OR -*
ACCT 1100 *Financial Accounting I (4) - OR -*
BUSN 1310 *Intro to Business Culture (3)*

Total: 12 Hours

Program Description

The Shampoo Technician technical certificate of credit introduces courses that prepare students for careers in the field of Cosmetology as a Shampoo Technician. 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, skin, hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics.

Program Specific Information

Students are accepted each semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Dawson

Admissions Requirements

- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Graduation Requirement

Although a High School Transcript or GED is not required for admission to this program, one must be provided showing proof of graduation/completion *before* any credential may be awarded from Lanier Technical College.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Criminal Justice Specialist

Updated: 3/25/2019
Effective Term: 201516

Certificate Program

CJ21

Curriculum

Program-Specific Core – Total of 15 Hours

CRJU 1010 *Intro to Criminal Justice (3)*
CRJU 1030 *Corrections (3)*
CRJU 1040 *Principles of Law Enforcement (3)*
CRJU 1068 *Criminal Law/Criminal Justice (3)*
CRJU 2020 *Constitutional Law for CRJU (3)*

Total: 15 Hours

Program Description
The Criminal Justice Specialist certificate of credit is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Completers receive a technical certificate of credit. Entry-level persons will be prepared to pursue opportunities in the criminal justice field.

Program Specific Information
Students are accepted each semester based on course and space availability.

Program Length & Availability
1 Semester
Campus Availability: Hall, Forsyth, Jackson, Barrow, Online

Admissions Requirements
- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Graduation Requirements
Although a High School Transcript or GED is not required for admission to this program, one must be provided showing proof of graduation/completion *before* any credential may be awarded from Lanier Technical College.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Criminal Justice Technology

Updated: 3/25/2019
Effective Term: 201616

Degree Program
CJT3

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 30 Hours
- COMP 1000 *Introduction to Computers (3)*
- CRJU 1010 *Intro to Criminal Justice (3)*
- CRJU 1030 *Corrections (3)*
- CRJU 1040 *Principles of Law Enforcement (3)*
- CRJU 1400 *Ethics/Cultural Criminal Justice (3)*
- CRJU 2050 *Intro to Criminal Procedures (3)*
- CRJU 1068 *Criminal Law/Criminal Justice (3)*
- CRJU 2020 *Constitutional Law for CRJU (3)*
- CRJU 2070 *Juvenile Justice (3)*
- CRJU 2090 *Criminal Justice Practicum (3)*

Occupational-Related Electives – Choose 15 Hours

Total: 60 Hours

General Education Core Electives

- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 *Quant. Skills/Reason (3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Intro Psychology (3)*
- PSYC 2103 *Human Develop. (3)*
- RELG 1101 *World Religions (3)*
- SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives

- BUSN 1230 *Legal Terminology (3)*
- BUSN 1440 *Document Production (4)*
- CIST 1001 *Computer Concepts (4)*
- CRJU 1021 *Private Security (3)*
- CRJU 1050 *Police Patrol Operations (3)*
- CRJU 1052 *Criminal Justice Admin (3)*
- CRJU 1054 *Police Officer Survival (3)*
- CRJU 1056 *Police Traffic Control/Investigation (3)*
- CRJU 1062 *Methods of Criminal Investigation (3)*
- CRJU 1065 *Community-Oriented Policing (3)*
- CRJU 1075 *Report Writing (3)*
- CRJU 2060 *Criminology (3)*
- CRJU 2110 *Homeland Security (3)*
- CRJU 2201 *Criminal Courts (3)*
- EMYT 1124 *Principles of Emergency Management (3)*
- EMYT 1126 *Hazardous Materials Awareness (3)*
- EMYT 1127 *Emergency Planning (3)*
- EMYT 1129 *Mass Fatalities Incident Response (3)*
- EMYT 1130 *Infection Control (3)*
- EMYT 1137 *Facility Security (3)*
- FRSC 1141 *Hazardous Materials Operations (4)*
- FRSC 2170 *Fire & Arson Investigation (4)*
- LETA 2120 *Fund. Spanish for Law Enforcement (2)*
- MGMT 1100 *Principles of Management (3)*
- MKTG 1130 *Business Regulations/Compliance (3)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Criminal Justice Technology
Degree Program
CJT3

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
6 Semesters
Campus Availability: Hall, Forsyth, Barrow, Online

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Criminal Justice Technology

Updated: 3/25/2019
Effective Term: 201614

Diploma Program

CJT2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

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

Program-Specific Core – Total of 30 Hours

- COMP 1000 *Introduction to Computers (3)*
- CRJU 1010 *Intro to Criminal Justice (3)*
- CRJU 1030 *Corrections (3)*
- CRJU 1040 *Principles of Law Enforcement (3)*
- CRJU 1400 *Ethics/Cultural Criminal Justice (3)*
- CRJU 2050 *Intro to Criminal Procedures (3)*
- CRJU 1068 *Criminal Law/Criminal Justice (3)*
- CRJU 2020 *Constitutional Law for CRJU (3)*
- CRJU 2070 *Juvenile Justice (3)*
- CRJU 2090 *Criminal Justice Practicum (3)*

Occupational-Related Electives – Choose 9 Hours

Total: 48 Hours

Occupational-Related Electives

- BUSN 1230 *Legal Terminology (3)*
- BUSN 1440 *Document Production (4)*
- CIST 1001 *Computer Concepts (4)*
- CRJU 1021 *Private Security (3)*
- CRJU 1050 *Police Patrol Operations (3)*
- CRJU 1052 *Criminal Justice Admin (3)*
- CRJU 1054 *Police Officer Survival (3)*
- CRJU 1056 *Police Traffic Control/Investigation (3)*
- CRJU 1062 *Methods of Criminal Investigation (3)*
- CRJU 1065 *Community-Oriented Policing (3)*
- CRJU 1075 *Report Writing (3)*
- CRJU 2060 *Criminology (3)*
- CRJU 2110 *Homeland Security (3)*
- CRJU 2201 *Criminal Courts (3)*
- EMYT 1124 *Principles of Emergency Management (3)*
- EMYT 1126 *Hazardous Materials Awareness (3)*
- EMYT 1127 *Emergency Planning (3)*
- EMYT 1129 *Mass Fatalities Incident Response (3)*
- EMYT 1130 *Infection Control (3)*
- EMYT 1137 *Facility Security (3)*
- FRSC 1141 *Hazardous Materials Operations (4)*
- FRSC 2170 *Fire & Arson Investigation (4)*
- LETA 2120 *Fund. Spanish for Law Enforcement (2)*
- MGMT 1100 *Principles of Management (3)*
- MKTG 1130 *Business Regulations/Compliance (3)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Criminal Justice Technology

Diploma Program

CJT2

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Criminal Justice Specialist

Updated: 3/25/2019
Effective Term: 201516

Certificate Program

CJ21

Curriculum

Program-Specific Core – Total of 15 Hours

CRJU 1010 *Intro to Criminal Justice (3)*
CRJU 1030 *Corrections (3)*
CRJU 1040 *Principles of Law Enforcement (3)*
CRJU 1068 *Criminal Law/Criminal Justice (3)*
CRJU 2020 *Constitutional Law for CRJU (3)*

Total: 15 Hours

Program Description
The Criminal Justice Specialist certificate of credit is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Completers receive a technical certificate of credit. Entry-level persons will be prepared to pursue opportunities in the criminal justice field.

Program Specific Information
Students are accepted each semester based on course and space availability.

Program Length & Availability
1 Semester
Campus Availability: Hall, Forsyth, Jackson, Barrow, Online

Admissions Requirements
- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Graduation Requirements
Although a High School Transcript or GED is not required for admission to this program, one must be provided showing proof of graduation/completion *before* any credential may be awarded from Lanier Technical College.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

LANIER Technical College

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Culinary Nutrition Assistant

Updated: 4/3/2019
Effective Term: 201714

Certificate Program

CNB1

Curriculum

Program-Specific Core – Total of 16 Hours

CUUL 1110 *Culinary Safety & Sanitation (2)*

Cooking Option (6)

CUUL 1170 *Introduction to Culinary Nutrition (3)*
CUUL 1370 *Culinary Nutrition & Menu Development (3)*
EMPL 1000 Interpersonal Relations & Professional Development (2)

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 16 Hours

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
3 Semesters
Campus Availability: Lanier College and Career Academy
Hall
Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

LANIER Technical College

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www.laniertech.edu

Prep Cook

Updated: 4/3/2019
Effective Term: 201714

Certificate Program

PC51

Curriculum

Program-Specific Core – Total of 12 Hours

CUUL 1000 *Fundamentals of Culinary Arts (4)*
CUUL 1110 *Culinary Safety & Sanitation (2)*

Cooking Option (6)

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 12 Hours

Program Description
The Prep Cook 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.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
1 Semester
Campus Availability: Hall, Lanier College and Career Academy, and
Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Baking & Pastry Specialist

Updated: 4/04/2019
Effective Term: 201714

Certificate Program

BA51

Curriculum

Program-Specific Core – Total of 25 Hours

MATH 1012 Foundations of Mathematics (3)
CUUL 1110 *Culinary Safety & Sanitation (2)*

Cooking Option (6)

CUUL 1220 *Baking Principles* (5)
CUUL 1250 *Advanced Baking Principles (6)*
CUUL 1370 *Culinary Nutrition & Menu Development* (3)

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 25 Hours

Program Description

The Baking and Pastry Specialist technical certificate of credit is designed to provide advanced skills for employment in the food service industry as bakery or pastry shop workers, commercial bakers, and as pastry chefs.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Hall, Lanier College and Career Academy, and Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Catering Specialist

Updated: 4/04/2019
Effective Term: 201714

Certificate Program

CS61

Curriculum

Program-Specific Core – Total of 25 Hours

CUUL 1110 *Culinary Safety & Sanitation (2)*

Cooking Option (6)

CUUL 1220 *Baking Principles* (5)
CUUL 1129 *Fundamentals of Restaurant Operations (4)*
CUUL 1320 *Garde Manger (4)*
CUUL 2160 *Contemporary Cuisine (4)*

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 25 Hours

Program Description

The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters

Campus Availability: Lanier College and Career Academy
Hall
Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

LANIER Technical College

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Culinary Nutrition Assistant

Updated: 8/17/2016
Effective Term: 201714

Certificate Program

CNB1

Curriculum

Program-Specific Core – Total of 16 Hours

CUUL 1110 *Culinary Safety & Sanitation (2)*

Cooking Option (6)

CUUL 1170 *Introduction to Culinary Nutrition (3)*
CUUL 1370 *Culinary Nutrition & Menu Development (3)*
EMPL 1000 Interpersonal Relations & Professional Development (2)

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 16 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Lanier Charter Career Academy (adjacent to Oakwood Campus) and
Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Culinary Arts

Degree Program

CA43

Updated: 3/25/2019
Effective Term: 201714

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 Human Develop. *(3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 44 Hours

COMP 1000 *Introduction to Computers (3)*
CUUL 1000 *Fundamentals of Culinary Arts (4)*
CUUL 1110 *Culinary Safety & Sanitation (2)*
CUUL 1220 *Baking Principles* (5)
CUUL 1320 *Garde Manger* (4)
CUUL 1129 *Fundamentals of Restaurant Operations* (4)
CUUL 2160 *Contemporary Cuisine* (4)
CUUL 1370 *Culinary Nutrition & Menu Development* (3)

Cooking Option (6)

CUUL 2130 *Culinary Practicum* (6) - OR -
CUUL 2140 *Advanced Baking & International Cuisine* (6)

MGMT 1115 *Leadership* (3) - OR -
CUUL 2190 *Principles of Culinary Leadership* (3)

Occupational-Related Electives – Total of 6 Hours

Cooking Option

CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Occupational-Related Electives

CUUL 1170 *Introduction to Culinary Nutrition (3)*
CUUL 1420 *Marketing & Customer Service (3)*
CUUL 2170 *American Regional Cuisine (3)*
CUUL 2250 *Advanced Baking Principles (6)*
EMPL 1000 *Interpersonal Relations (2)*
MGMT 1110 *Employment Rules & Regulations (3)*
MGMT 1120 *Introduction to Business (3)*
MGMT 2115 *Human Resource Management (3)*

Total: 64 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Culinary Arts
Degree Program
CUL3

Program Description

The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory, safety and sanitation, nutrition, and practical applications necessary for successful employment. Program graduates receive a Culinary Arts Degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

6 Semesters

Campus Availability: Hall, Lanier College and Career Academy, Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Culinary Arts

Diploma Program

CA44

Updated: 3/25/2019
Effective Term: 201714

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 44 Hours

COMP 1000 *Introduction to Computers (3)*
CUUL 1000 *Fundamentals of Culinary Arts (4)*
CUUL 1110 *Culinary Safety & Sanitation (2)*
CUUL 1220 *Baking Principles* (5)
CUUL 1320 *Garde Manger* (4)
CUUL 1129 *Fundamentals of Restaurant Operations* (4)
CUUL 2160 *Contemporary Cuisine* (4)
CUUL 1370 *Culinary Nutrition & Menu Development* (3)

Cooking Option (6)

CUUL 2130 *Culinary Practicum* (6) - OR -
CUUL 2140 *Advanced Baking & International Cuisine* (6)

MGMT 1115 *Leadership* (3) - OR -
CUUL 2190 *Principles of Culinary Leadership* (3)

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 52 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Culinary Arts
Diploma Program
CA44

Program Description

The Culinary Arts Diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory, safety and sanitation, nutrition, and practical applications necessary for successful employment. Program graduates receive a Culinary Arts Diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters

Campus Availability: Hall, Lanier College and Career Academy, and Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant, and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Food Production Worker I

Updated: 4/3/2019
Effective Term: 201714

Certificate Program

FPW1

Curriculum

Program-Specific Core – Total of 16 Hours

CUUL 1000 *Fundamentals of Culinary Arts (4)*
CUUL 1110 *Culinary Safety & Sanitation (2)*
Cooking Option (6)
CUUL 1129 *Fundamentals of Restaurant Operations* (4)

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 16 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Lanier College and Career Academy and
Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements

- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Prep Cook

Updated: 8/17/2016
Effective Term: 201714

Certificate Program

PC51

Curriculum

Program-Specific Core – Total of 12 Hours

CUUL 1000 *Fundamentals of Culinary Arts (4)*
CUUL 1110 *Culinary Safety & Sanitation (2)*

Cooking Option (6)

Cooking Option
CUUL 1120 *Principles of Cooking (6)* - OR -

CUUL 1122 *Foundations of Cooking Principles (3)* - AND -
CUUL 1124 *Foundations of Cooking Techniques (3)*

Total: 12 Hours

Program Description

The Prep Cook 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Lanier Charter Career Academy (adjacent to Oakwood Campus) and
Sims Academy of Innovation and Technology (adjacent to Barrow Campus)

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Dental Assisting

Diploma Program

DA12

Updated: 03/27/2019
Effective Term: 201614

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 46 Hours

COMP 1000 *Introduction to Computers (3)*
ALHS 1040 *Introduction to Healthcare (3)*

DENA 1010 *Basic Human Biology (1)* ***- OR -***
ALHS 1011 *Structure/Function – Human Body (5)*

DENA 1030 *Preventative Dentistry (2)*
DENA 1050 *Microbiology Infection Control (3)*
DENA 1080 *Dental Anatomy (5)*
DENA 1340 *D A I – General Chairside (6)*
DENA 1070 *Oral Pathology/Therapeutics (2)*
DENA 1350 D A II – Dental Spec/EFDA Skills (7)
DENA 1390 *Dental Radiology (4)*
DENA 1460 *Dental Practicum I (1)*
DENA 1470 *Dental Practicum II (1)*
DENA 1090 *Dental Assisting NBE Prep (1)*
DENA 1400 *Dental Practice Management (2)*
DENA 1480 *Dental Practicum III (5)*

Total: 55 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Dental Assisting
Diploma Program
DA12

Program Description
The Dental Assisting accredited diploma program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma and are eligible to sit for a national certification examination.

Program Specific Information
Students will be accepted into the diploma program on a first-come basis. Students must complete all core classes prior to beginning occupational courses. Students are accepted every semester for core courses based on course and space availability.
Occupational course cohorts begin each Summer semester.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Additional Entrance Requirements
See program webpage for information.

Industry Certification Preparation
Dental Assisting National Board Examination Preparation
Georgia Dental Association Expanded Duties Registration

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Dental Hygiene

Updated: 3/27/2019
Effective Term: 201712

Degree Program

DH13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 26 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101 *Composition & Rhetoric (3)*
SPCH 1101 *Public Speaking (3)*

Area II – Social/Behavioral Sciences – Choose 6 Hours

PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills & Reasoning (3)*
MATH 1111 *College Algebra (3)*

Area III – Natural Sciences – Choose 8 Hours

CHEM 1151 *Survey of Inorganic Chemistry (3)*
CHEM 1151L *Survey of Inorganic Chem Lab (1)*
CHEM 1152 *Survey of Organic & Biochemistry (3)*
CHEM 1152L *Survey of Organic & Biochem 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)*

Program-Specific Core – Total of 60 Hours

BIOL 2113(L) *Anatomy & Physiology I + Lab (4)*
BIOL 2114(L) *Anatomy & Physiology II + Lab (4)*
BIOL 2117(L) *Introductory Microbiology + Lab (4)*
DHYG 1000 *Tooth Anatomy/Root Morphology (2)*
DHYG 1010 *Oral Embryology/Histology (1)*
DHYG 1070 *Radiology Lecture (2)*
DHYG 1020 *Head & Neck Anatomy (2)*
DHYG 1030 *Dental Materials (2)*
DHYG 1040 *Preclinical Dental Hygiene (2)*
DHYG 1050 *Preclinical Dental Hygiene Lab (2)*
DHYG 1090 *Radiology Lab (1)*
DHYG 1110 *Clinical Dental Hygiene I (2)*
DHYG 2200 *Periodontology (3)*
DHYG 2010 *Clinical Dental Hygiene II (2)*
DHYG 2020 *Clinical Dental Hygiene II Lab (2)*
DHYG 2050 *Oral Pathology (3)*
DHYG 1111 *Clinical Dental Hygiene I Lab (3)*
DHYG 1206 *Pharmacology & Pain Control (3)*
DHYG 2130 *Clinical Dental Hygiene IV Lecture (2)*
DHYG 2080 *Clinical Dental Hygiene III (2)*
DHYG 2090 *Clinical Dental Hygiene III Lab (4)*
DHYG 2140 *Clinical Dental Hygiene IV Lab (4)*
DHYG 2070 *Community Dental Health (3)*
DHYG 2105 *Nutrition (1)*

Total: 86 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Dental Hygiene
Degree Program
DH13

Program Description
The Dental Hygiene AAS degree program is a sequence of courses that prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride or sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public. Program graduates receive a Dental Hygiene Associate of Applied Science degree.

Program Specific Information
Students may begin taking their core courses in any semester. Students are accepted into Dental Hygiene courses Fall Semester. See program webpage for specific admissions details.

Program Length & Availability
6 Semesters
Campus Availability: Hall

Admissions Requirements
• Must be 18 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Advertising Layout Specialist

Updated: 3/27/2019
Effective Term: 201716

Certificate Program

AL61

Curriculum

Program-Specific Core – Total of 35 Hours

DMPT 1000 *Introduction to Design (4)*
DMPT 1005 *Vector Graphics (4)*
DMPT 1010 *Raster Imaging (4)*
DMPT 2105 *Page Layout (4)*
DMPT 2115 *Adv. Promotional Design (4)*
DMPT 2100 *Identity Design (4)*
DMPT 1020 *Intro to Photography (4)*
DMPT 1055 *Intro to Media Technology (4)*

MKTG 1190 *Integrated Marketing Comm (3) - OR -*
DMPT 1025 *Production Photography (4)*

Total: 35 Hours

Program Description
The Advertising Layout Specialist certificate of credit provides entry-level training in advertising layout with courses in identity design, page layout, advertising, and promotional design. Students will have the opportunity to choose from electives in advertising, photography, and commercial photography. Additionally, the program provides opportunities to upgrade present knowledge or skills.

Program Specific Information
Students are accepted each semester based on course and space availability.

Program Length & Availability
3 Semesters
Campus Availability: Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to graduation.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Design & Media Production Technology

Updated: 3/27/2019
Effective Term: 201716

Degree Program
DAM3

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 20 Hours
- DMPT 1000 *Introduction to Design (4)*
- DMPT 1005 *Vector Graphics (4)*
- DMPT 1010 *Raster Imaging (4)*
- DMPT 1055 *Intro to Media Technology (4)*
- DMPT 2930 *Exit Review (4)*

Choose a Specialization – Total of 27 Hours

Design & Media Production Specialization
- Select 24 Credit Hours of DMPT coursework
- **Select a Design & Media Elective** – Choose **3 Hours**

General Education Core Electives

ARTS 1101 Art *Appreciation (3)*	MATH 1103 *Quant. Skills/Reason (3)*
BIOL 1111(L) *Biology I + Lab (4)*	MATH 1111 *College Algebra (3)*
BIOL 2113(L) *Human A&P I + Lab (4)*	MATH 1112 *College Trig (3)*
BIOL 2114(L) *Human A&P II + Lab (4)*	MATH 1113 *Precalculus (3)*
ECON 1101 *Principles of Economics (3)*	MATH 1127 *Intro to Statistics (3)*
ECON 2105 *Macroeconomics (3)*	MATH 1131 *Calculus I (4)*
ECON 2106 *Microeconomics (3)*	MUSC 1101 *Music Apprec. (3)*
ENGL 1102 *Literature & Comp. (3)*	PHYS 1110(L) *Conc. Phys + Lab (4)*
ENGL 2110 *World Literature (3)*	POLS 1101 *American Govt. (3)*
ENGL 2130 *American Literature (3)*	POLS 2401 *Global Issues (3)*
HIST 1111 *World History I (3)*	PSYC 1101 *Intro Psychology (3)*
HIST 1112 *World History II (3)*	PSYC 2103 *Human Develop. (3)*
HIST 2111 *US History I (3)*	RELG 1101 *World Religions (3)*
HIST 2112 *US History II (3)*	SOCI 1101 *Intro to Sociology (3)*
HUMN 1101 *Intro to Humanities (3)*	SPAN 1101 *Intro to Spanish (3)*
MATH 1101 *Math Modeling (3)*	SPCH 1101 *Public Speaking (3)*

Design & Media Electives

ACCT 1100 *Financial Accounting I (4)*	CIST 2733 *3D Graphics-Gaming I (4)*
BUSN 1410 *Spreadsheet Conc & Apps (4)*	DMPT 1025 *Production Photog. (4)*
BUSN 1420 *Database Applications (4)*	DMPT 2125 *Adv Raster Imaging (4)*
CIST 1510 *Web Development I (3)*	DMPT 2130 Adv Vector Graphics (4)
CIST 1520 *Scripting Technologies (3)*	DMPT 2600 Basic Video Editing (4)
CIST 1530 *Web Graphics I (3)*	DMPT 2905 *Prac/Internship II (4)*
CIST 1540 *Web Animation I (3)*	MGMT 1105 *Org. Behavior (3)*
CIST 2510 *Web Technologies (3)*	MGMT 1110 *Emp. Rules/Regs (3)*
CIST 2550 *Web Development II (3)*	MGMT 1115 *Leadership (3)*
CIST 2710 *2D Computer Animation (3)*	MKTG 1100 *Principles of Mktg (3)*
CIST 2730 *Intro to 3D Animation (4)*	MKTG 1270 *Visual Merch. (3)*
DMPT 1015 *Drawing (4)*	MKTG 2210 *Entrepreneurship (6)*
DMPT 1020 *Intro to Photog. (4)*	

Graphic Design & Prepress Specialization
- DMPT 2100 *Identity Design (4)*
- DMPT 2105 *Page Layout (4)*
- DMPT 2110 *Publication Design (4)*
- DMPT 2115 *Adv. Promotional Design (4)*
- DMPT 2120 *Prepress & Output (4)*
- **Select a Design & Media Elective** – Choose **3 Hours**

DMPT 2905 *Practicum/Internship II (4) - OR -*
- **Select an additional Design & Media Elective** – Choose **4 Hours**

Total: 62 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Design & Media Production Technology

Degree Program

DAM3

Program Description

Design and Media Production Technology prepares students for employment in a variety of media production industries. This program of study emphasizes hands on production in specialized areas. Graduates of the program receive a Design and Media Production degree with a specialization in either Graphic Design and Prepress or Design & Media Production.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Gran and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Digital Illustration Specialist

Updated: 5/27/2019
Effective Term: 201516

Certificate Program

DI21

Curriculum

Program-Specific Core – Total of 20 Hours

DMPT 1005 *Vector Graphics (4)*
DMPT 1010 *Raster Imaging (4)*
DMPT 1015 *Drawing (4)*
DMPT 2100 *Identity Design (4)*
DMPT 2130 *Advanced Vector Graphics (4)*

Total: 20 Hours

Program Description
The Digital Illustration Specialist certificate of credit provides entry-level skills in traditional and digital illustration with courses in drawing, beginning and advanced vector graphics, raster imaging and identity design. Additionally, the program provides opportunities to upgrade present knowledge or skills.

Program Specific Information
Students are accepted each semester based on course and space availability.

Program Length & Availability
2 Semesters
Campus Availability: Forsyth

Admissions Requirements
• Must be 16 years of age.
• High school diploma or GED is required prior to graduation.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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Design & Media Production Technology

Updated: 3/27/2019
Effective Term: 201716

Diploma Program

DEM2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*

EMPL 1000 *Interpersonal Relations (2)* - *OR* -
PSYC 1010 *Basic Psychology (3)*

MATH 1011 *Business Math (3)* - *OR* -
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 20 Hours

DMPT 1000 *Introduction to Design (4)*
DMPT 1005 *Vector Graphics (4)*
DMPT 1010 *Raster Imaging (4)*
DMPT 1055 *Intro to Media Technology (4)*
DMPT 2930 *Exit Review (4)*

Choose a Specialization – Total of 19 Hours

Graphic Design & Prepress Specialization

DMPT 2100 *Identity Design (4)*
DMPT 2105 *Page Layout (4)*

DMPT 2110 *Publication Design (4)* - *OR* -
DMPT 2115 *Adv. Promotional Design (4)*

DMPT 2120 *Prepress & Output (4)*

Select a Design & Media Elective – Choose **3 Hours**

Total: 47 Hours

Design & Media Electives

ACCT 1100 *Financial Accounting I (4)*
BUSN 1410 *Spreadsheet Concepts & Apps (4)*
BUSN 1420 *Database Applications (4)*
CIST 1510 *Web Development I (3)*
CIST 1520 *Scripting Technologies (3)*
CIST 1530 *Web Graphics I (3)*
CIST 1540 *Web Animation I (3)*
CIST 2510 *Web Technologies (3)*
CIST 2550 *Web Development II (3)*
CIST 2710 *2D Computer Animation (3)*
CIST 2730 *Intro to 3D Animation (4)*
CIST 2733 *3D Graphics for Gaming I (4)*
DMPT 1015 *Drawing (4)*
DMPT 1020 *Intro to Photography (4)*
DMPT 1025 *Production Photography (4)*
DMPT 2125 *Advanced Raster Imaging (4)*
DMPT 2130 Advanced Vector Graphics (4)
DMPT 2600 *Basic Video Editing (4)*
DMPT 2905 *Practicum/Internship II (4)*
MGMT 1105 *Organizational Behavior (3)*
MGMT 1110 *Employment Rules & Regs (3)*
MGMT 1115 *Leadership (3)*
MKTG 1100 *Principles of Marketing (3)*
MKTG 1270 *Visual Merchandising (3)*
MKTG 2210 *Entrepreneurship (6)*

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Design & Media Production Technology
Diploma Program
DEM2

Program Description
Design and Media Production Technology prepares students for employment in a variety of media production industries. This program of study emphasizes hands on production in the Graphic Design and Prepress specialization.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Graphic Design & Prepress

Updated: 3/27/2019
Effective Term: 201716

Certificate Program

GD21

Curriculum

Program-Specific Core – Total of 24 Hours

DMPT 1000 *Introduction to Design (4)*
DMPT 1005 *Vector Graphics (4)*
DMPT 1010 *Raster Imaging (4)*
DMPT 2105 *Page Layout (4)*
DMPT 2120 *Prepress & Output (4)*
DMPT 1055 *Intro to Media Technology (4)*

Total: 24 Hours

Program Description
The Graphic Design & Prepress certificate of credit provides students with the fundamental skills required for graphic design, image editing, and prepress production.

Program Specific Information
Students are accepted each semester based on course and space availability.

Program Length & Availability
2 Semesters
Campus Availability: Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to graduation.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Design & Media Production Specialist

Updated: 3/27/2019
Effective Term: 201716

Certificate Program

DAM1

Curriculum

Program-Specific Core – Total of 16 Hours

DMPT 1000 *Introduction to Design (4)*
DMPT 1005 *Vector Graphics (4)*
DMPT 1010 *Raster Imaging (4)*
DMPT 1055 *Intro to Media Technology (4)*

Total: 16 Hours

Program Description

The Design and Media Production Specialist 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.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to graduation.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Diesel Truck Maintenance Technician

Updated: 03/25/19
Effective Term: 202012

Certificate Program

DTM1

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Diesel Equipment Technology Program Projected to begin Fall Semester 2019.

Curriculum

Program-Specific Core – Total of 23 Hours

DIET 1000 *Intro to Diesel Technology, Tools, and Safety (3)*
DIET 1011 *Diesel Electrical & Electronic Systems I (4)*
DIET 1012 *Diesel Electrical & Electronic Systems II (3)*
DIET 1020 *Preventative Maintenance (5)*
DIET 2010 *Truck Brake Systems (4)*
DIET 2020 *Truck Drive Trains (4)*

Total: 23 Hours

Program Description

The Diesel Truck Maintenance Technician certificate program 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.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Diesel Electrical/Electronic Systems Technician

Updated: 05/25/19
Effective Term: 202012

Certificate Program

DE11

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Diesel Equipment Technology Program Projected to begin Fall Semester 2019.

Program-Specific Core – Total of 10 Hours

DIET 1000 *Intro to Diesel Technology, Tools, and Safety (3)*
DIET 1011 *Diesel Electrical & Electronic Systems I (4)*
DIET 1012 *Diesel Electrical & Electronic Systems II (3)*

Total: 10 Hours

Program Description

The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics 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.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Diesel Equipment Technology

Updated: 03/25/19
Effective Term: 202012

Diploma Program

DET4

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Diesel Equipment Technology Program Projected to begin Fall Semester 2019.

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 27 Hours

COMP 1000 *Introduction to Computers (3)*
DIET 1000 *Intro to Diesel Technology, Tools, and Safety (3)*
DIET 1011 *Diesel Electrical & Electronic Systems I (4)*
DIET 1012 *Diesel Electrical & Electronic Systems II (3)*
DIET 1031 *Diesel Engine Repair (3)*
DIET 1032 *Diesel Engine Support Systems (3)*
DIET 1040 *Diesel Truck & Heavy Equipment HVAC Systems (3)*
DIET 1020 *Preventative Maintenance (5)*

Choose a Specialization – Total 12 Hours

Medium/Heavy Truck Specialization -
DIET 2010 *Truck Brake Systems (4)*
DIET 2000 *Truck Steering & Suspension Systems (4)*
DIET 2020 *Truck Drive Trains (4)*

Heavy Equipment Specialization -
DIET 2001 *Heavy Equipment Hydraulics (6)*
DIET 2011 *Off Road Drivelines (6)*

Emergency Power Generation Specialization -
DIET 2002 *Diesel Power Generation – Basic Power Generation Fundamentals (6)*
DIET 2012 *Diesel Power Generation Controls, Switching, & Auxiliary Systems (6)*

Marine Diesel Engine Systems Specialization -
DIET 2003 *Marine Auxiliary Systems (6)*
DIET 2013 *Marine Drive Systems (6)*

Total: 47 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Diesel Equipment Technology

Diploma Program

DET4

Program Description

The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Transport Refrigeration Specialist

Updated: 03/25/19
Effective Term: 202012

Certificate Program

TR11

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Diesel Equipment Technology Program Projected to begin Fall Semester 2019.

Program-Specific Core – Total of 14 Hours

DIET 2140 *Introduction to Mobile Temperature Control (3)*
DIET 2141 *Transport Temperature Control Certification (3)*
DIET 2145 *Refrigeration Transport Unit and Components (4)*
DIET 2146 *Refrigeration Unit Drive and Controls (4)*

Total: 14 Hours

Program Description

The Transport Refrigeration Specialist technical certificate of credit provides individuals with an existing ASE Diesel Mechanic Certification the opportunity to enter the workforce area that specializes in the repair and service of Transport Refrigeration Systems for a variety of mobile applications including trailers, truck bodies, and buses.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- **Must have ASE Diesel Mechanic Certification to be admitted to the program.**
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Advanced CAD Technician

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

AC51

Curriculum

Program-Specific Core – Total of 8 Hours

DFTG 1101 *CAD Fundamentals (4)*
DFTG 1103 *Multiview/Basic Dimensioning (4)*

Drafting Electives – Choose 3 Hours

Choose a Specialization – Total of 20 Hours

Mechanical Drafting Specialization

DFTG 1105 *3D Mechanical Drawing (4)*
DFTG 1107 *Adv. Dimensioning/Sect. Views (4)*
DFTG 1109 *Auxiliary Views/Surface Dev. (4)*
DFTG 1111 *Fasteners (4)*
DFTG 1113 *Assembly Drawings (4)*

Architectural Drafting Specialization

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

Total: 31 Hours

Drafting Electives

COMP 1000 *Introduction to Computers (3)*
DFTG 1105 *3D Mechanical Drawing (4)*
DFTG 1107 *Adv. Dimensioning/Sect. Views (4)*
DFTG 1109 *Auxiliary Views/Surface Dev. (4)*
DFTG 1111 *Fasteners (4)*
DFTG 1113 *Assembly Drawings (4)*
DFTG 1125 *Architectural Fundamentals (4)*
DFTG 1127 *Architectural 3D Modeling (4)*
DFTG 1129 *Residential Drawing I (4)*
DFTG 1131 *Residential Drawing II (4)*
DFTG 1133 *Commercial Drawing I (4)*
DFTG 2010 *Engineering Graphics (4)*
DFTG 2020 *Visualization & Graphics (3)*
DFTG 2030 *Adv. 3D Modeling Architectural (4)*
DFTG 2040 *Adv. 3D Modeling Mechanical (4)*
DFTG 2110 *Print Reading I (2)*
DFTG 2120 *Print Reading/Architecture (3)*
DFTG 2130 *Manual Drafting Fundamentals (2)*
DFTG 2210 *Print Reading II (2)*
DFTG 2300 *Drafting Practicum/Internship III (3)*
DFTG 2400 *Drafting Practicum/Internship IV (4)*
DFTG 2500 *Drafting Exit Review (3)*
DFTG 2600 *Drafting Practicum/Internship VI (6)*
MGMT 1125 *Business Ethics (3)*
MGMT 2155 *Quality Management Principles (3)*
MGMT 2210 *Project Management (3)*

Program Description

The Advanced CAD Technician certificate of credit provides advanced level CAD skills to individuals interested in furthering their knowledge in the area of computer-aided drafting. Program graduates will receive an Advanced CAD Technician certificate of credit.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Hall

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to graduation.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Architectural Systems Drafter

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

AS71

Curriculum

Program-Specific Core – Total of 15 Hours

DFTG 1101 *CAD Fundamentals (4)*
DFTG 1103 *Multiview/Basic Dimensioning (4)*
DFTG 1125 *Architectural Fundamentals (4)*
DFTG 2120 *Print Reading/Architecture (3)*

Total: 15 Hours

Program Description

The Architectural Systems Drafter certificate of credit provides beginning, as well as advanced, drafting skills to individuals interested in developing drafting, CAD, and other design software knowledge and skills that can be applied to designing architectural systems. This program can provide the foundation and accrue credits for further education and training in drafting studies.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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CAD Operator

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

CP41

Curriculum

Program-Specific Core – Total of 8 Hours

DFTG 1101 *CAD Fundamentals (4)*
DFTG 1103 *Multiview/Basic Dimensioning (4)*

Choose a Specialization – Total of 12 Hours

Mechanical Drafting Specialization
DFTG 1105 *3D Mechanical Drawing (4)*
DFTG 1107 *Adv. Dimensioning/Sect. Views (4)*
DFTG 1109 *Auxiliary Views/Surface Dev. (4)*

Architectural Drafting Specialization
DFTG 1125 *Architectural Fundamentals (4)*
DFTG 1127 *Architectural 3D Modeling (4)*
DFTG 1129 *Residential Drawing I (4)*

Total: 20 Hours

Program Description

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

Program Specific Information

Students are accepted each semester based on course and space availability.
Students must have completed the Drafter's Assistant certificate program.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Drafting Technology

Updated: 5/27/2019
Effective Term: 201516

Degree Program

DT13

Curriculum

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1111 *College Algebra (3) *Required*

MATH 1112 *College Trigonometry (3) - OR -*
MATH 1113 *Precalculus (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

Program-Specific Core – Total of 8 Hours

DFTG 1101 *CAD Fundamentals (4)*
DFTG 1103 *Multiview/Basic Dimensioning (4)*

Choose a Specialization – Total of 37 Hours

Mechanical Drafting Specialization

DFTG 1105 *3D Mechanical Drawing (4)*
DFTG 1107 *Adv. Dimensioning/Sect. Views (4)*
DFTG 1109 *Auxiliary Views/Surface Dev. (4)*
DFTG 1111 *Fasteners (4)*
DFTG 1113 *Assembly Drawings (4)*
Mechanical Drafting Electives – Choose 17 Hours

Architectural Drafting Specialization

DFTG 1125 *Architectural Fundamentals (4)*
DFTG 1127 *Architectural 3D Modeling (4)*
DFTG 1129 *Residential Drawing I (4)*
DFTG 1131 *Residential Drawing II (4)*
DFTG 1133 *Commercial Drawing I (4)*
Architectural Drafting Electives – Choose 17 Hours

Total: 60 Hours

Mechanical Drafting Electives

COMP 1000 *Introduction to Computers (3)*
DFTG 1125 *Architectural Fundamentals (4)*
DFTG 1127 *Architectural 3D Modeling (4)*
DFTG 1129 *Residential Drawing I (4)*
DFTG 1131 *Residential Drawing II (4)*
DFTG 1133 *Commercial Drawing I (4)*
DFTG 2010 *Engineering Graphics (4)*
DFTG 2020 *Visualization & Graphics (3)*
DFTG 2030 *Adv. 3D Modeling Architectural (4)*
DFTG 2040 *Adv. 3D Modeling Mechanical (4)*
DFTG 2110 *Print Reading I (2)*
DFTG 2120 *Print Reading/Architecture (3)*
DFTG 2130 *Manual Drafting Fundamentals (2)*
DFTG 2210 *Print Reading II (2)*
DFTG 2300 *Drafting Practicum/Internship III (3)*
DFTG 2400 *Drafting Practicum/Internship IV (4)*
DFTG 2500 *Drafting Exit Review (3)*
DFTG 2600 *Drafting Practicum/Internship VI (6)*
MGMT 1125 *Business Ethics (3)*
MGMT 2155 *Quality Management Principles (3)*
MGMT 2210 *Project Management (3)*

Architectural Drafting Electives

COMP 1000 *Introduction to Computers (3)*
DFTG 1105 *3D Mechanical Drawing (4)*
DFTG 1107 *Adv. Dimensioning/Sect. Views (4)*
DFTG 1109 *Auxiliary Views/Surface Dev. (4)*
DFTG 1111 *Fasteners (4)*
DFTG 1113 *Assembly Drawings (4)*
DFTG 2010 *Engineering Graphics (4)*
DFTG 2020 *Visualization & Graphics (3)*
DFTG 2030 *Adv. 3D Modeling Architectural (4)*
DFTG 2040 *Adv. 3D Modeling Mechanical (4)*
DFTG 2110 *Print Reading I (2)*
DFTG 2120 *Print Reading/Architecture (3)*
DFTG 2130 *Manual Drafting Fundamentals (2)*
DFTG 2210 *Print Reading II (2)*
DFTG 2300 *Drafting Practicum/Internship III (3)*
DFTG 2400 *Drafting Practicum/Internship IV (4)*
DFTG 2500 *Drafting Exit Review (3)*
DFTG 2600 *Drafting Practicum/Internship VI (6)*
MGMT 1125 *Business Ethics (3)*
MGMT 2155 *Quality Management Principles (3)*
MGMT 2210 *Project Management (3)*

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Drafting Technology
Degree Program
DT13

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Drafting Technology

Diploma Program

DT12

Updated: 3/27/2019
Effective Term: 201912

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- EMPL 1000 *Interpersonal Relations (2)*
- MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 11 Hours

- DFTG 1015 *Practical Math for Drafting Tech (3)* - *OR* -
- MCHT 1013 *Machine Tool Math (3)*
- DFTG 1101 *CAD Fundamentals (4)*
- DFTG 1103 *Multiview/Basic Dimensioning (4)*

Choose a Specialization – Total of 27 Hours

Mechanical Drafting Specialization

- DFTG 1105 *3D Mechanical Drawing (4)*
- DFTG 1107 *Adv. Dimensioning/Sect. Views (4)*
- DFTG 1109 *Auxiliary Views/Surface Dev. (4)*
- DFTG 1111 *Fasteners (4)*
- DFTG 1113 *Assembly Drawings (4)*
- **Mechanical Drafting Electives – Choose 7 Hours**

Architectural Drafting Specialization

- DFTG 1125 *Architectural Fundamentals (4)*
- DFTG 1127 *Architectural 3D Modeling (4)*
- DFTG 1129 *Residential Drawing I (4)*
- DFTG 1131 *Residential Drawing II (4)*
- DFTG 1133 *Commercial Drawing I (4)*
- **Architectural Drafting Electives – Choose 7 Hours**

Total: 46 Hours

Mechanical Drafting Electives

- COMP 1000 *Introduction to Computers (3)*
- DFTG 1125 *Architectural Fundamentals (4)*
- DFTG 1127 *Architectural 3D Modeling (4)*
- DFTG 1129 *Residential Drawing I (4)*
- DFTG 1131 *Residential Drawing II (4)*
- DFTG 1133 *Commercial Drawing I (4)*
- DFTG 2010 *Engineering Graphics (4)*
- DFTG 2020 *Visualization & Graphics (3)*
- DFTG 2030 *Adv. 3D Modeling Architectural (4)*
- DFTG 2040 *Adv. 3D Modeling Mechanical (4)*
- DFTG 2110 *Print Reading I (2)*
- DFTG 2120 *Print Reading/Architecture (3)*
- DFTG 2130 *Manual Drafting Fundamentals (2)*
- DFTG 2210 *Print Reading II (2)*
- DFTG 2300 *Drafting Practicum/Internship III (3)*
- DFTG 2400 *Drafting Practicum/Internship IV (4)*
- DFTG 2500 *Drafting Exit Review (3)*
- DFTG 2600 *Drafting Practicum/Internship VI (6)*
- MGMT 1125 *Business Ethics (3)*
- MGMT 2155 *Quality Management Principles (3)*
- MGMT 2210 *Project Management (3)*

Architectural Drafting Electives

- COMP 1000 *Introduction to Computers (3)*
- DFTG 1105 *3D Mechanical Drawing (4)*
- DFTG 1107 *Adv. Dimensioning/Sect. Views (4)*
- DFTG 1109 *Auxiliary Views/Surface Dev. (4)*
- DFTG 1111 *Fasteners (4)*
- DFTG 1113 *Assembly Drawings (4)*
- DFTG 2010 *Engineering Graphics (4)*
- DFTG 2020 *Visualization & Graphics (3)*
- DFTG 2030 *Adv. 3D Modeling Architectural (4)*
- DFTG 2040 *Adv. 3D Modeling Mechanical (4)*
- DFTG 2110 *Print Reading I (2)*
- DFTG 2120 *Print Reading/Architecture (3)*
- DFTG 2130 *Manual Drafting Fundamentals (2)*
- DFTG 2210 *Print Reading II (2)*
- DFTG 2300 *Drafting Practicum/Internship III (3)*
- DFTG 2400 *Drafting Practicum/Internship IV (4)*
- DFTG 2500 *Drafting Exit Review (3)*
- DFTG 2600 *Drafting Practicum/Internship VI (6)*
- MGMT 1125 *Business Ethics (3)*
- MGMT 2155 *Quality Management Principles (3)*
- MGMT 2210 *Project Management (3)*

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Drafting Technology
Diploma Program
DT12

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

Program Specific Information
Students are accepted each semester based on space and course availability

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Drafter's Assistant

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

DA31

Curriculum

Program-Specific Core – Total of 11 Hours

COMP 1000 *Introduction to Computers (3)*
DFTG 1101 *CAD Fundamentals (4)*
DFTG 1103 *Multiview/Basic Dimensioning (4)*

Total: 11 Hours

Program Description

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

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

LANIER Technical College

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CDA Preparation

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

CE71

Curriculum

Program-Specific Core – Total of 11 Hours

ECCE 1101 *Intro to Early Childhood Care (3)*
ECCE 1103 *Child Growth & Development (3)*
ECCE 1105 *Health Safety & Nutrition (3)*
ECCE 1125 *Prof. CDA Certification Prep (2)*

Total: 11 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Industry Certification Preparation

This certificate meets Head Start assistant and Bright from the Start/Day Care licensing teaching credential requirements.

Child Development Associate Preparation Credential

The four courses in this certificate provide students with the knowledge and skills needed for the national credential and provide information on the development of the portfolio required by the Council. Lanier Technical College DOES NOT award the CDA credential. The actual credential is awarded by the Council for Professional Recognition and has an additional cost.

Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $15.

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Program Length & Availability
1 Semester
Campus Availability: Hall, Forsyth

Admissions Requirements
• Must be 16 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Child Development Specialist

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

CD61

Curriculum

Program-Specific Core – Total of 14 Hours

ECCE 1101 *Intro to Early Childhood Care (3)*
ECCE 1103 *Child Growth & Development (3)*
ECCE 1105 *Health Safety & Nutrition (3)*
ECCE 1112 *Curriculum & Assessment (3)*

EMPL 1000 *Interpersonal Relations (2) - OR -*
ECCE 1121 *Early ECCE Practicum (3)*

Total: 14 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Industry Certification Preparation

This certificate meets the Bright from the Start/Day Care licensing teaching credential requirements.

Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/ internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50.

Program Length & Availability

1 Semester
Campus Availability: Hall, Jackson, Barrow

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Early Childhood Care & Education

Updated: 3/27/2019
Effective Term: 201812

Degree Program

EC13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 18 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101 *Composition & Rhetoric (3) *Required*

ENGL 1102 *Literature & Comp. (3) - OR -*
SPAN 1101 *Intro to Spanish (3) - OR -*
SPCH 1101 *Public Speaking (3)*

Area II – Social/Behavioral Sciences – Choose 3 Hours

PSYC 1101 *Introductory Psychology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Program-Specific Core – Total of 48 Hours

ECCE 1101 *Intro to Early Childhood Care (3)*
ECCE 1103 *Child Growth & Development (3)*
ECCE 1105 *Health Safety & Nutrition (3)*
ECCE 2115 *Language & Literacy (3)*
ECCE 1112 *Curriculum & Assessment (3)*
ECCE 1113 *Creative Activities for Children (3)*
COMP 1000 *Introduction to Computers (3)*
ECCE 2201 *Exceptionalities (3)*
ECCE 2202 *Social Issues/Family Involvement (3)*
ECCE 2203 *Guidance/Classroom Management (3)*
ECCE 1121 *Early ECCE Practicum (3)*
ECCE 2116 *Math & Science (3)*
ECCE 2245 *ECCE Internship I (6)*
ECCE 2246 *ECCE Internship II (6)*

Choose a Specialization – Total of 6 Hours

Paraprofessional Specialization
ECCE 2310 *Parapro Methods/Materials (3)*
ECCE 2312 *Parapro Role & Practice (3)*

Infant/Toddler Development Specialization
ECCE 2330 *Infant/Toddler Development (3)*
ECCE 2332 *Infant/Toddler Group Care (3)*

Program Administration Specialization
ECCE 2320 *Program Admin/Facility Mgmt (3)*
ECCE 2322 *Personnel Management (3)*

Total: 72 Hours

Early Childhood Care & Education

Degree Program

EC13

Program Description

The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application, as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions.

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL ECCE COURSES with a grade of C or higher in order to graduate.

Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50.

Program Length & Availability

5 Semesters
Campus Availability: Hall, Forsyth, Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Early Childhood Care & Education

Updated: 3/27/2019
Effective Term: 201812

Diploma Program

ECC2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*

EMPL 1000 *Interpersonal Relations (2) - OR -*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 45 Hours

ECCE 1101 *Intro to Early Childhood Care (3)*
ECCE 1103 *Child Growth & Development (3)*
ECCE 1105 *Health Safety & Nutrition (3)*
ECCE 2115 *Language & Literacy (3)*
ECCE 1112 *Curriculum & Assessment (3)*
ECCE 1113 *Creative Activities for Children (3)*
COMP 1000 *Introduction to Computers (3)*
ECCE 2202 *Social Issues/Family Involvement (3)*
ECCE 2203 *Guidance/Classroom Management (3)*
ECCE 1121 *Early ECCE Practicum (3)*
ECCE 2116 *Math & Science (3)*
ECCE 2245 *ECCE Internship I (6)*
ECCE 2246 *ECCE Internship II (6)*

Total: 53 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Early Childhood Care & Education

Diploma Program

ECC2

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL ECCE COURSES with a grade of C or higher in order to graduate.

Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50.

Program Length & Availability

4 Semesters
Campus Availability: Hall, Forsyth, Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Early Childhood Care & Education Basics

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

EC31

Curriculum

Program-Specific Core – Total of 9 Hours

ECCE 1101 *Intro to Early Childhood Care (3)*
ECCE 1103 *Child Growth & Development (3)*
ECCE 1105 *Health Safety & Nutrition (3)*

Total: 9 Hours

Program Description

The Early Childhood Care and Education Basics technical certificate of credit includes three basic Early Childhood and Care Education courses that are needed for entry level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and a 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 certificate for a person to be a lead teacher in a child care center or family day care center.

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Industry Certification Preparation

This certificate meets the Bright from the Start/Day Care licensing teaching credential requirements.

Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50.

Program Length & Availability

1 Semester
Campus Availability: Hall, Forsyth, Barrow, Online

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

Equal Opportunity Institution | Program Costs | Technology Requirements

LANIER Technical College

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Early Childhood Program Administration

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

ECP1

Curriculum

Program-Specific Core – Total of 9 Hours

ECCE 1103 *Child Growth & Development (3)*
ECCE 2320 *Program Admin/Facility Mgmt (3)*
ECCE 2322 *Personnel Management (3)*

Total: 9 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Industry Certification Preparation

This certificate meets the Bright from the Start/Day Care licensing Director teaching credential requirements.

Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50.

Also, all applicants must have postsecondary credentials, a Child Development Associate (CDA) credential, or approval of the department chair to complete this program.

Program Length & Availability

1 Semester
Campus Availability: Hall

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Infant & Toddler Child Care Specialist

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

IC31

Curriculum

Program-Specific Core – Total of 15 Hours

ECCE 1101 *Intro to Early Childhood Care (3)*
ECCE 1103 *Child Growth & Development (3)*
ECCE 1105 *Health Safety & Nutrition (3)*
ECCE 2330 *Infant/Toddler Development (3)*
ECCE 2332 *Infant/Toddler Group Care (3)*

Total: 15 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Industry Certification Preparation

This certificate meets the Bright from the Start/Day Care licensing teaching credential requirements.

Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50.

Program Length & Availability

1 Semester
Campus Availability: Hall, Online

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

Equal Opportunity Institution | Program Costs | Technology Requirements

LANIER Technical College

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Electrical Systems Technology

Updated: 3/10/2017
Effective Term: 201716

Diploma Program

ES12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 25 Hours

IDFC 1007 *Industrial Safety Procedures (2)*

ELTR 1010 *Direct Current Fundamentals (3)* - *OR* -
IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

ELTR 1060 *Elect Prints Schematics Sys (2)*
ELTR 1080 *Commercial Wiring I (5)*
ELTR 1090 *Commercial Wiring II (3)*
ELTR 1180 *Electrical Controls (4)*

Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

BUSN 1410 *Spreadsheet Concepts & Apps (4)*
ELTR 1205 *Residential Wiring I (3)*
ELTR 1210 *Residential Wiring II (3)*
ELTR 1220 *Industrial PLCs (4)*
ELTR 1250 *Diagnostic Troubleshooting (2)*
ELTR 1270 *NEC Industrial Applications (4)*
ELTR 1500 *Elec Sys Tech Intern/Practicum (3)*
ELTR 1510 *Electrical Worker (3)*
ELTR 1520 *Grounding & Bonding (2)*
ELTR 1530 *Conduit Sizing (2)*
ELTR 1540 *Wire Pulling & Codes (3)*

Choose a Specialization – Total of 10 Hours

Electrical Construction & Maintenance Specialization

ELTR 1205 *Residential Wiring I (3)*
ELTR 1210 *Residential Wiring II (3)*
Additional Occupational-Related Electives **- Choose 4 Hours**

Industrial Electrical Technology Specialization

ELTR 1220 *Industrial PLCs (4)*
ELTR 1250 *Diagnostic Troubleshooting (2)*
ELTR 1270 *NEC Industrial Applications (4)*

Total: 43 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Electrical Systems Technology

Diploma Program

ES12

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Residential Wiring Technician

Updated: 3/27/2019
Effective Term: 201716

Certificate Program

RW21

Curriculum

Program-Specific Core – Total of 16 Hours

IDFC 1007 *Industrial Safety Procedures (2)*
ELTR 1060 *Elect Prints Schematics Sys (2)*

ELTR 1010 *Direct Current Fundamentals (3)* - *OR* -
IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

ELTR 1205 *Residential Wiring I (3)*
ELTR 1210 *Residential Wiring II (3)*

Total: 16 Hours

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
1 Semester
Campus Availability: Dawson

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Electrical Utility Technology

Updated: 3/27/2019
Effective Term: 201816

Degree Program

EU13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1111 *College Algebra (3)*
MATH 1113 *Precalculus (3)*

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)*

Program-Specific Core – Total of 39 Hours

COMP 1000 *Introduction to Computers (3)*
IDFC 1011 *Direct Current I (3)*
IDFC 1012 *Alternating Current I (3)*
ELUT 1101 *Intro to Electrical Utility Indus (3)*
ELUT 1102 *Fund. Power Alt Current (5)*

ELUT 1103 *Network Communications (4)* - *OR* -
CIST 1401 *Comp Networking Fundamentals (4)*

ELUT 1104 *Electrical Substations (5)*
ELUT 1105 *Intro to Distrib. Engineering (5)*
ELUT 1106 *Introduction to Metering (3)*
ELUT 1107 *Power Plants (5)*

Occupational-Related Electives – Choose 16 Hours

Occupational-Related Electives

DFTG 1101 *CAD Fundamentals (4)*
DFTG 1103 *Multiview/Basic Dimensioning (4)*
DFTG 1105 *3D Mechanical Drawing (4)*
DFTG 2010 *Engineering Graphics (4)*
DFTG 2020 *Visualization & Graphics (3)*
ELCR 1030 *Solid State Devices (5)*
ELCR 1040 *Digital/Microprocessor Fund. (5)*
ELCR 1060 *Linear Integrated Circuits (3)*
ELTR 1060 *Elect. Prints Schematics Sys (2)*
ELUT 1211 *Electrical Line Worker (16)*
ELUT 1212 *Adv. Metering Technology (4)*
ELUT 1213 *SCADA/Digital (3)*
ELUT 1214 *Electrical Transmission (2)*
ELUT 1270 *Electrical Utility Internship (9)*
IDFC 1007 *Industrial Safety Procedures (2)*
IDSY 1020 *Print Reading/Problem Solving (3)*
IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1130 *Industrial Wiring (4)*
IDSY 1150 *DC & AC Motors (3)*
IDSY 1170 *Industrial Mechanics (4)*
IDSY 1190 *Fluid Power/Piping Systems (4)*
IDSY 1195 *Pumps and Piping Systems (3)*
IDSY 1210 *Industrial Motor Controls II (4)*
IDSY 1220 *Intermediate Industrial PLCs (4)*
IDSY 1230 *Industrial Instrumentation (4)*
MCHT 1011 *Intro to Machine Tool (4)*
WELD 1000 *Intro to Welding Technology (4)*

Total: 70 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Electrical Utility Technology

Degree Program

EU13

Program Description

The Electrical Utility Technology program is a sequence of courses designed to meet the needs of the student interested in attaining entry-level knowledge and skill necessary to work in the electrical utility industry. The program also provides the student with an avenue to pursue opportunities in other areas of the utility industry. Learning opportunities develop academic, technical, and professional knowledge, work ethics, and practical skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electrical utility theory and practical application necessary for employment.

Program Specific Information

Students are accepted every semester based on course and space availability.

Additional Entrance Requirements

Prospective students must complete a live interview with the Program Director.

Program Length & Availability

6 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Electrical Utility Technology

Updated: 3/27/2019
Effective Term: 201816

Diploma Program

EU14

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 11 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- EMPL 1000 *Interpersonal Relations (2)*
- MATH 1013 *Algebraic Concepts (3)*
- MATH 1015 *Geometry & Trigonometry (3)*

Program-Specific Core – Total of 39 Hours

- COMP 1000 *Introduction to Computers (3)*
- IDFC 1011 *Direct Current I (3)*
- IDFC 1012 *Alternating Current I (3)*
- ELUT 1101 *Intro to Electrical Utility Indus (3)*
- ELUT 1102 *Fund. Power Alt Current (5)*

- ELUT 1103 *Network Communications (4) - OR -*
- CIST 1401 *Comp Networking Fundamentals (4)*

- ELUT 1104 *Electrical Substations (5)*
- ELUT 1105 *Intro to Distrib. Engineering (5)*
- ELUT 1106 *Introduction to Metering (3)*
- ELUT 1107 *Power Plants (5)*

Occupational-Related Electives – Choose 9 Hours

Total: 59 Hours

Occupational-Related Electives

- DFTG 1101 *CAD Fundamentals (4)*
- DFTG 1103 *Multiview/Basic Dimensioning (4)*
- DFTG 1105 *3D Mechanical Drawing (4)*
- DFTG 2010 *Engineering Graphics (4)*
- DFTG 2020 *Visualization & Graphics (3)*
- ELCR 1030 *Solid State Devices (5)*
- ELCR 1040 *Digital/Microprocessor Fund. (5)*
- ELCR 1060 *Linear Integrated Circuits (3)*
- ELTR 1060 *Elect. Prints Schematics Sys (2)*
- ELUT 1211 *Electrical Line Worker (16)*
- ELUT 1212 *Adv. Metering Technology (4)*
- ELUT 1213 *SCADA/Digital (3)*
- ELUT 1214 *Electrical Transmission (2)*
- ELUT 1270 *Electrical Utility Internship (9)*
- IDFC 1007 *Industrial Safety Procedures (2)*
- IDSY 1020 *Print Reading/Problem Solving (3)*
- IDSY 1110 *Industrial Motor Controls (4)*
- IDSY 1120 *Basic Industrial PLCs (4)*
- IDSY 1130 *Industrial Wiring (4)*
- IDSY 1150 *DC & AC Motors (3)*
- IDSY 1170 *Industrial Mechanics (4)*
- IDSY 1190 *Fluid Power/Piping Systems (4)*
- IDSY 1195 *Pumps and Piping Systems (3)*
- IDSY 1210 *Industrial Motor Controls II (4)*
- IDSY 1220 *Intermediate Industrial PLCs (4)*
- IDSY 1230 *Industrial Instrumentation (4)*
- MCHT 1011 *Intro to Machine Tool (4)*
- WELD 1000 *Intro to Welding Technology (4)*

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Electrical Utility Technology
Diploma Program
EU14

Program Description
The Electrical Utility Technology diploma program is a sequence of courses designed to meet the needs of the student who is interested in attaining entry-level knowledge and skills necessary to work in the electrical utility field. The program also provides the student with an avenue to pursue opportunities in other areas of the utility industry. Learning opportunities develop academic, technical, and professional knowledge, work ethics, and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electrical utility theory, work ethics, and practical application necessary for successful employment.

Program Specific Information
Students are accepted every semester based on course and space availability.

Additional Entrance Requirements
Prospective students must complete a live interview with the Program Director.

Program Length & Availability
6 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
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Click here to jump back to Curriculum

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Electrical Utility Technician

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

EU11

Curriculum

Program-Specific Core – Total of 30 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1013 *Algebraic Concepts (3)*
MATH 1015 *Geometry & Trigonometry (3)*
COMP 1000 *Introduction to Computers (3)*
ELUT 1101 *Intro to Electrical Utility Indus (3)*
ELUT 1102 *Fund. Power Alt Current (5)*

ELUT 1103 *Network Communications (4)* - *OR* -
CIST 1401 *Comp Networking Fundamentals (4)*

IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

Total: 30 Hours

Program Description

The Electrical Utility Technician certificate of credit is designed for existing employees in the electrical utility industry who want to update and/or upgrade their skills in academic and occupational areas.

Program Specific Information

Students are accepted every semester based on course and space availability.

Additional Entrance Requirements

Students must be current employee of an electrical utility company.
**Instructor approval required prior to registering for IDSY 1101, IDSY 1105, or ELTR 1020.

Program Length & Availability

2 Semesters
Campus Availability: Hall

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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Click here to jump back to Curriculum

Equal Opportunity Institution | Program Costs | Technology Requirements

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Emergency Management

Updated: 3/27/2019
Effective Term: 201516

Degree Program

EM13

Curriculum

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

General Education Core – Total of 18 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101 *Composition & Rhetoric (3)*
SPCH 1101 *Public Speaking (3)*

Area II – Social/Behavioral Sciences – Choose 6 Hours

PSYC 1101 *Introductory Psychology (3) *Required*

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)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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)*
RELG 1101 *World Religions (3)*

Program-Specific Core – Total of 42 Hours

COMP 1000 *Introduction to Computers (3)*
MGMT 1100 *Principles of Management (3)*
MGMT 1115 *Leadership (3)*
EMYT 1124 *Principles of EMYT (3)*
EMYT 1125 *Exercise Design & Evaluation (3)*

EMYT 1126 *Hazardous Materials Awareness (3) - OR -*
FRSC 1141 *Hazardous Materials Operations (4)*

EMYT 1127 *Emergency Planning (3)*
EMYT 1129 *Mass Fatalities Incident Response (3)*
EMYT 1130 *Infection Control (3)*
EMYT 1137 *Facility Security (3)*
EMYT 1138 *Effective Comm. for EMYT (3)*

EMYT 2210 *Haz Mat Contingency Planning (3) - OR -*
EMYT 2222 *Emergency Management Practicum (3)*

EMYT 2212 *Developing Comm. Resources (3)*
EMYT 2214 *Mod. Emergency Resp. Rad. Training (3)*

Total: 60 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Emergency Management
Degree Program
EM13

Program Description
The Emergency Management Degree program is a sequence of courses that prepares students for positions in the emergency management profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Emergency managers work in a variety of professional settings. There is a critical and growing need for emergency management personnel in public and private areas. The student obtaining a degree in Emergency Management is prepared for employment as an Emergency Management Director for government agencies, private corporations and industry, and education or health care institutions.

Program Specific Information
Students are accepted every semester based on course and space availability.

Additional Requirements for Program Admission:
Satisfactory criminal background check.

Program Length & Availability
5 Semesters
Campus Availability: Barrow, Online

Admissions Requirements
- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Emergency Management

Updated: 3/27/2019
Effective Term: 201516

Diploma Program
EM12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 42 Hours

COMP 1000 *Introduction to Computers (3)*
MGMT 1100 *Principles of Management (3)*
MGMT 1115 *Leadership (3)*
EMYT 1124 *Principles of EMYT (3)*
EMYT 1125 *Exercise Design & Evaluation (3)*

EMYT 1126 *Hazardous Materials Awareness (3)* - *OR* -
FRSC 1141 *Hazardous Materials Operations (4)*

EMYT 1127 *Emergency Planning (3)*
EMYT 1129 *Mass Fatalities Incident Response (3)*
EMYT 1130 *Infection Control (3)*
EMYT 1137 *Facility Security (3)*
EMYT 1138 *Effective Comm. for EMYT (3)*

EMYT 2210 *Haz Mat Contingency Planning (3)* - *OR* -
EMYT 2222 *Emergency Management Practicum (3)*

EMYT 2212 *Developing Comm. Resources (3)*
EMYT 2214 *Mod. Emergency Resp. Rad. Training (3)*

Total: 50 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Emergency Management
Diploma Program
EM12

Program Description
The Emergency Management diploma program is a sequence of courses that prepares students for positions in the emergency management profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Emergency managers work in a variety of professional settings. There is a critical and growing need for emergency management personnel in public and private areas. The student obtaining a diploma in Emergency Management is prepared for employment as an Emergency Management Coordinator for government agencies, private corporations and industry, and education or health care institutions. Program graduates receive an Emergency Management diploma.

Program Specific Information
Students are accepted every semester based on course and space availability.

Additional Requirements for Program Admission:
Satisfactory criminal background check.

Program Length & Availability
4 Semesters
Campus Availability: Barrow, Online

Admissions Requirements
- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Engineering Technology

Degree Program

ET33

Updated: 3/27/2019
Effective Term: 201614

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 16 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 Hours
- HIST 1111 *World History I (3)*
- HIST 1112 *World History II (3)*

Area III – Natural Sciences/Mathematics – Choose 7 Hours
- MATH 1113 *Precalculus (3)*
- MATH 1131 *Calculus I (4)*

Area IV – Humanities/Fine Arts – Choose 3 Hours
- MUSC 1101 *Music Appreciation (3)*

Program-Specific Core – Total of 25 Hours
- ENGL 1105 *Technical Communications (3)*
- ENGL 1102 *Literature & Composition (3)*
- SPCH 1101 *Public Speaking (3)*
- PHYS 1111(L) *Introductory Physics + Lab (4)*
- PHYS 1112(L) *Introductory Physics II + Lab (4)*
- DFTG 2010 *Engineering Graphics (4)*
- CHEM 1211(L) *Chemistry I + Lab (4)*

Choose a Specialization – Total 22 – 25 Hours

Electrical Engineering Specialization -
- ENGT 1000 *Intro to Engineering Tech (3)*
- ECET 1101 *Circuit Analysis I (4)*
- ECET 2101 *Circuit Analysis II (4)*
- ECET 1110 *Digital Systems I (4)*
- MATH 1132 *Calculus II (4)* - *OR* -
- ECET 2110 *Digital Systems II (4)*
- ECET 2120 *Electronic Circuits I (4)*

Total: 64 Hours

Industrial Engineering Specialization -
- Programming Course – **Choose One Course**
- ENGT 1000 *Intro to Engineering Tech (3)*
- MEGT 1010 *Manufacturing Processes (3)*
- MEGT 1321 *Machining & Welding (2)*
- ACCT 1100 *Financial Accounting I (4)*
- MATH 1127 *Introduction to Statistics (3)*
- Occupational-Related Electives – **Choose 6 Hours**

Total: 65 Hours

Occupational-Related Electives
- IDSY 1020 *Print Reading/Problem Solving (3)*
- IDSY 1160 *Mechanical Laws/Principles (4)*
- IDSY 1240 *Maintenance for Reliability (4)*

Programming Course Options
- CIST 1305 *Program Design & Development (3)*
- CIST 2341 *C# Programming I (4)*
- CIST 2361 *C++ Programming I (4)*
- CIST 2371 *Java Programming I (4)*

Mechanical Engineering Specialization -
- Programming Course – **Choose One Course**
- ENGT 1000 *Intro to Engineering Tech (3)*
- MATH 1132 *Calculus II (4)*
- DFTG 2020 *Visualization & Graphics (3)*
- ENGL 2130 *American Literature (3)*
- Mechanical Engineering – **Choose Two Courses***
  - MEGT 1010 *Manufacturing Processes (3)*
  - MEGT 1321 *Machining & Welding (2)*
  - MEGT 2030 *Statics (3)*
  - MEGT 2080 *Strength of Materials (4)*

Total: 63 Hours

**If CIST 1305 is taken as programming course, student must take a minimum of 6 hours of MEGT.*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Engineering Technology

Degree Program

ET33

Program Description

The Engineering Technology degree program is intended to provide the opportunity for students to explore a career in engineering at the professional level. Program graduates will receive an Associate of Applied Science degree in Engineering Technology, qualifying them as engineering technicians with a specialization in mechanical engineering technology, electrical engineering technology, or industrial engineering technology.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Hall, Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Engineering Technology Basics

Updated: 03/27/2019
Effective Term: 201814

Certificate Program

EBT1

Curriculum

Program-Specific Core – Total of 16 Hours

ENGL 1101 *Composition & Rhetoric (3)*
MATH 1111 *College Algebra (3)*
MATH 1113 *Precalculus (3)*
ENGT 1000 *Intro to Engineering Tech (3)*

DFTG 2010 *Engineering Graphics (4)* - *OR* -
DFTG 1101 *CAD Fundamentals (4)*

Elective Cluster – Total of 4 Hours

Total: 20 Hours

Elective Cluster Options – Choose one pair

BIOL 1111 *Biology I (3)*
BIOL 1111L *Biology 1 Lab (1)*

CHEM 1211 *Chemistry 1 (3)*
CHEM 1211L *Chemistry 1 Lab (1)*

CHEM 1151 *Survey of Inorganic Chemistry (3)*
CHEM 1151L *Survey of Inorg. Chem. Lab (1)*

ECET 1101 *Circuit Analysis 1 (4)* *Not paired

ECET 1102 *Circuit Analysis 1 (3)*
ECET 1102L *Circuit Analysis 1 Lab (1)*

PHYS 1111 *Introductory Physics I (3)*
PHYS 1111L *Introductory Physics I Lab (1)*

Program Description

The Engineering Technology Basics certificate program provides training in core engineering techniques. These techniques include drafting and design, complex mathematical calculations, and force evaluation. Topics also include engineering project write-ups, presentation, evaluation, and safety.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Engineering Technology Fundamentals

Updated: 03/27/2019
Effective Term: 201814

Certificate Program

EF11

Curriculum

Program-Specific Core – Total of 9 Hours

ENGT 1000 *Intro to Engineering Tech (3)*
MATH 1111 *College Algebra (3)*
MATH 1113 *Precalculus (3)*

Occupational-Related Elective – Total of 4 Hours

Total: 13 Hours

Occupational-Related Elective

DFTG 1101 *CAD Fundamentals (4)*
DFTG 1105 *3D Mechanical Modeling (4)*
DFTG 2010 *Engineering Graphics (4)*
PHYS 1111 *Introductory Physics I and Lab (4)*

Program Description

The intent of the Engineering Fundamentals technical certificate of credit is to expose students to Engineering Technology and Civil Engineering Technology. Provides training in core engineering techniques. These techniques include drafting and design, and complex mathematical calculations. Topics also include engineering project write-ups, presentation, evaluation, and safety.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Esthetician

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

CE11

Curriculum

Program-Specific Core – Total of 33 Hours

- ESTH 1000 *Introduction to Esthetics (3)*
- ESTH 1010 *A & P of the Skin (3)*
- ESTH 1020 *Skin Care Procedures (4)*
- ESTH 1030 *Elect/Facial Treatment/Machine (5)*
- ESTH 1040 *Advanced Skin Care (3)*
- ESTH 1050 *Color Theory & Makeup (4)*
- COSM 1120 *Salon Management (3)*
- ESTH 1060 *Esthetics Practicum I (4)*
- ESTH 1070 *Esthetics Practicum II (4)*

Total: 33 Hours

Program Description

The Cosmetic Esthetician certificate of credit is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, and cosmetics stores, as well as in plastic surgeons' and dermatologists' offices.

Program Specific Information

Students are accepted Fall semester based on course and space availability.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.

Program Length & Availability

3 Semesters
Campus Availability: Hall, Lanier College and Career Academy

Admissions Requirements

- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Advanced Fire Administration

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

AFA1

Curriculum

Program-Specific Core – Total of 9 Hours

FRSC 1161 *Fire Serv Saftety/Loss Control (3)*
FRSC 2230 *Fire Officer – Administrator (3)*
FRSC 2240 *Fire Officer – Executive (3)*

Total: 9 Hours

Program Description
The Advanced Fire Administration technical certificate of credit provides fire service leaders with the opportunity to expand and enhance their administrative and executive leadership capabilities. Upon successful completion of the Advanced Fire Administration certificate, students will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer III and IV Levels.

Program Specific Information
Students are accepted each semester based on course and space availability.

Grade Requirement
Students must complete each course with a grade of C or higher before progressing to the next course.

Program Length & Availability
1 Semester
Campus Availability: Hall, Online

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
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Basic Fire Company Officer

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

BF11

Curriculum

Program-Specific Core – Total of 13 Hours

FRSC 1121 *Firefighting Strategy/Tactics (3)*
FRSC 2110 *Fire Service Hydraulics (3)*
FRSC 2130 *Fire Serv Building Construction (3)*
FRSC 2141 *Incident Command (4)*

Total: 13 Hours

Program Description
This program contains the basic knowledge and skills required of a company officer.

Program Specific Information
Students are accepted each semester based on course and space availability.

Additional Entrance Requirement
Students must be current fire service employees.

Grade Requirement
Students must complete each course with a grade of C or higher before progressing to the next course.

Program Length & Availability
2 Semesters
Campus Availability: Hall, Online

Admissions Requirements
• Must be 18 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Fire Science Technology

Updated: 03/27/2019
Effective Term: 201716

Degree Program

FS13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reason (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 47 Hours

COMP 1000 *Introduction to Computers (3)*
FRSC 1100 *Intro to Fire Science (3)*
FRSC 1110 *Fire Admin/Supervise/Leadership (3)*

FRSC 1121 *Firefighting Strategy/Tactics (3) - OR -*
FRSC 1115 *Fire Behavior and Combustion (3)*

FRSC 1132 *Fire Service Instructor (4)*
FRSC 1141 *Hazardous Materials Operator (4)*
FRSC 1151 *Fire Prevention/Inspection (4)*
FRSC 1161 *Fire Serv Safety/Loss Control (3)*
FRSC 2100 *Fire Admin Management (3)*
FRSC 2110 *Fire Service Hydraulics (3)*
FRSC 2120 *Fire Protection Systems (3)*
FRSC 2130 *Fire Serv Building Construction (3)*
FRSC 2141 *Incident Command (4)*
FRSC 2170 *Fire/Arson Investigation (4)*

Total: 62 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Fire Science Technology
Degree Program
FS13

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Grade Requirement
Students must complete ALL OCCUPATIONAL courses (COMP, FRSC) with a grade of C or higher before progressing to the next course.

Program Length & Availability
6 Semesters
Campus Availability: Hall, Online

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Fire Science Technology

Updated: 3/27/2019
Effective Term: 201716

Diploma Program

FST2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*

EMPL 1000 *Interpersonal Relations (2)* - *OR* -
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 47 Hours

COMP 1000 *Introduction to Computers (3)*
FRSC 1100 *Intro to Fire Science (3)*
FRSC 1110 *Fire Admin/Supervise/Leadership (3)*

FRSC 1121 *Firefighting Strategy/Tactics (3)* - *OR* -
FRSC 1115 *Fire Behavior and Combustion (3)*

FRSC 1132 *Fire Service Instructor (4)*
FRSC 1141 *Hazardous Materials Operator (4)*
FRSC 1151 *Fire Prevention/Inspection (4)*
FRSC 1161 *Fire Serv Safety/Loss Control (3)*
FRSC 2100 *Fire Admin Management (3)*
FRSC 2110 *Fire Service Hydraulics (3)*
FRSC 2120 *Fire Protection Systems (3)*
FRSC 2130 *Fire Serv Building Construction (3)*
FRSC 2141 *Incident Command (4)*
FRSC 2170 *Fire/Arson Investigation (4)*

Total: 55 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Fire Science Technology

Diploma Program

FST2

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Grade Requirement

Students must complete ALL OCCUPATIONAL courses (COMP, FRSC) with a grade of C or higher before progressing to the next course.

Program Length & Availability

4 Semesters
Campus Availability: Hall, Online

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Firefighter/EMSP

Diploma Program

FI12

Updated: 3/27/2019
Effective Term: 201614

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 44 Hours

COMP 1000 *Introduction to Computers (3)*
FRSC 1020 *Basic FF/EMS Fundamentals (3)*
FRSC 1030 *Basic Firefighter-Module I (5)*
FRSC 1040 *Basic Firefighter-Module II (3)*
FRSC 1141 *Hazardous Materials Operator (4)*
EMSP 1110 *Intro to EMT Profession (3)*
EMSP 1120 *EMT Assessment/Airway Mgmt (3)*
EMSP 1130 *Medical Emergencies/EMT (3)*
EMSP 1140 *Special Patient Populations (3)*
EMSP 1150 *Shock/Trauma for EMT (3)*
EMSP 1160 *Clinical/Practical Apps/EMT (1)*
EMSP 1510 *Advanced Concepts/AEMT (3)*
EMSP 1520 *Advanced Patient Care/AEMT (3)*
EMSP 1530 *Clinical Applications/AEMT (1)*
EMSP 1540 *Clinical/Practical Apps/AEMT (3)*

Total: 53 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Firefighter/EMSP
Diploma Program
FI12

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

Program Specific Information
Students are accepted into Fire Science Occupational courses Spring and Fall Semesters based on space and course availability.

Physical Fitness & Additional Equipment Requirements
This program requires that the student have National Fire Protection Association's (NFPA) Standard 1582, standard on medical requirements for Firefighters, or a physician's release to participate. All candidates should be in excellent condition. Additional physical fitness requirements may be added based on any revisions to NFPA Standards or action taken by Georgia Firefighter Standards and Training Council. Students are required to rent or purchase NFPA compliant Personal Protective Equipment (turn out gear).

Grade Requirement
Students must complete ALL OCCUPATIONAL courses (COMP, FRSC, EMSP) with a grade of C or higher before progressing to the next course.

Program Length & Availability
6 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Firefighter II

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

FF21

Curriculum

Program-Specific Core – Total of 13 Hours

FRSC 1050 *Fire & Life Safety Educator I (3)*
FRSC 1060 *Fire Prev/Preparedness/Main (3)*
FRSC 1070 *Intro to Technical Rescue (4)*
FRSC 1080 *Fireground Operations (3)*

Total: 13 Hours

Program Description

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

Program Specific Information

Students are accepted Fall Semester based on course and space availability.
Students must be 18 years old to sit for ProBoard testing. Tests *must* be taken within one year of program completion.

Additional Requirements

Students must have successfully completed the Firefighter I technical certificate of credit or hold a National Firefighter I certification.

Physical Fitness & Additional Equipment Requirements

This program requires that the student have National Fire Protection Association's (NFPA) Standard 1582, standard on medical requirements for Fire Fighters, or a physician's release to participate. All candidates should be in excellent condition. Additional physical fitness requirements may be added based on any revisions to NFPA Standards or action taken by Georgia Firefighter Standards and Training Council. Students are required to rent or purchase NFPA compliant Personal Protective Equipment (turn out gear).

Grade Requirement

Students must complete each course with a grade of C or higher before progressing to the next course.

Program Length & Availability

2 Semesters
Campus Availability: Hall

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Firefighter I

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

FF11

Curriculum

Program-Specific Core – Total of 15 Hours

FRSC 1020 *Basic FF/EMS Fundamentals (3)*
FRSC 1030 *Basic Firefighter-Module I (5)*
FRSC 1040 *Basic Firefighter-Module II (3)*
FRSC 1141 *Hazardous Materials Operator (4)*

Total: 15 Hours

Program Description

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

Program Specific Information

Students are accepted Spring and Fall Semesters based on course and space availability.
Students must be 18 years old to sit for ProBoard testing. Tests *must* be taken within one year of program completion.

Physical Fitness & Additional Equipment Requirements

This program requires that the student have National Fire Protection Association's (NFPA) Standard 1582, standard on medical requirements for Fire Fighters, or a physician's release to participate. All candidates should be in excellent condition. Additional physical fitness requirements may be added based on any revisions to NFPA Standards or action taken by Georgia Firefighter Standards and Training Council. Students are required to rent or purchase NFPA compliant Personal Protective Equipment (turn out gear).

Grade Requirement

Students must complete each course with a grade of C or higher before progressing to the next course.

Program Length & Availability

1 Semester
Campus Availability: Hall, Barrow

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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Fire Officer II

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

FF51

Curriculum

Program-Specific Core – Total of 14 Hours

FRSC 1151 *Fire Prevention/Inspection (4)*
FRSC 1161 *Fire Serv Safety/Loss Control (3)*
FRSC 2100 *Fire Admin Management (3)*
FRSC 2170 *Fire/Arson Investigation (4)*

Total: 14 Hours

Program Description
The Fire Officer II technical certificate of credit is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training Council to ensure graduates have the skills, knowledge, and credentials to serve as a Fire C0ompany Officer in paid and volunteer fire departments. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer II Level.

Program Specific Information
Students are accepted each semester based on course and space availability.

Physical Fitness Requirement
This program requires that the student have National Fire Protection Association's (NFPA) Standard 1582, standard on medical requirements for Firefighters, or a physician's release to participate. All candidates should be in excellent condition. Additional physical fitness requirements may be added based on any revisions to NFPA Standards or action taken by Georgia Firefighter Standards and Training Council.

Grade Requirement
Students must complete each course with a grade of C or higher before progressing to the next course.

Program Length & Availability
1 Semester
Campus Availability: Hall, Online

Admissions Requirements
• Must be 18 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Fire Officer I

Updated: 3/27/2019
Effective Term: 201516

Certificate Program

FF31

Curriculum

Program-Specific Core – Total of 14 Hours

FRSC 1110 *Fire Admin/Supervise/Leadership (3)*
FRSC 1132 *Fire Service Instructor (4)*
FRSC 1141 *Hazardous Materials Operator (4*
FRSC 2120 *Fire Protection Systems (3)*

Total: 14 Hours

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

Program Specific Information
Students are accepted each semester based on course and space availability.

Physical Fitness Requirement
This program requires that the student have National Fire Protection Association's (NFPA) Standard 1582, standard on medical requirements for Fire Fighters, or a physician's release to participate. All candidates should be in excellent condition. Additional physical fitness requirements may be added based on any revisions to NFPA Standards or action taken by Georgia Fire Fighters Standards and Training Council.

Grade Requirement
Students must complete each course with a grade of C or higher before progressing to the next course.

Program Length & Availability
1 Semester
Campus Availability: Hall, Online

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Patient Navigator

Updated: 5/06/2015
Effective Term: 201516

Certificate Program

PN11

Curriculum

Program-Specific Core – Total of 12 Hours

PTNG 1100 *Patient Nav. & Health System (3)*
PTNG 1110 *Chronic Disease Impact (3)*
PTNG 1120 *Preventive Healthcare (3)*
PTNG 1130 *Navigating Healthcare Sys (3)*

Total: 12 Hours

Program Description

The Patient Navigator technical certificate of credit prepares experienced health care or social workers to assist patients in overcoming barriers to optimal healthcare. Courses focus on the structure of U.S. healthcare systems, chronic disease treatment and prevention, preventive healthcare, communication techniques, and methods of assisting patients during medical treatment.

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must have a minimum of ten years work experience in field or hold an Associate Degree in a health occupation field or social work and 3 to 5 years of experience.

Program Length & Availability

1 Semester
Campus Availability: Oakwood

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Health Information Management Coding

Updated: 4/3/2019
Effective Term: 201812

Diploma Program

HI12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*

EMPL 1000 *Interpersonal Relations (2)* - *OR* -
*P*SYC 1010 *Basic Psychology (3)*

MATH 1012 *Foundations of Mathematics (3)* - *OR* -
MATH 1013 *Algebraic Concepts (3)*

Program-Specific Core – Total of 40 Hours

ALHS 1090 *Medical Terminology (2)*
ALHS 1011 *Structure & Function of the Human Body (5)*
MAST 1120 *Human Diseases (3)*
HIMT 1100 *Intro to Health Info Tech (3)*
HIMT 1150 *Computer Apps in Healthcare (3)*
HIMT 1200 *Legal Aspects of Healthcare (3)*
HIMT 1250 *Health Record Content/Structure (2)*
HIMT 1350 *Pharmacotherapy (2)*
HIMT 1400 *Coding & Classification (4)*
HIMT 1410 *Coding/Classification/ICD Adv (3)*
HIMT 2400 *Coding & Class/CPT/HCPCS (3)*
HIMT 2410 *Revenue Cycle Management (3)*
HIMT 2500 *Certification Seminar (4)*

Total: 48 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Health Information Management Coding

Diploma Program

HIT2

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online.

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for PELL grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Health Information Management Technology

Updated: 3/27/2019
Effective Term: 201914

Degree Program

HI13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

} Choose One

MATH 1127 *Intro to Statistics (3) **Required*

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)*
RELG 1101 *World Religions (3)*

Program-Specific Core – Total of 51 Hours

BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
HIMT 1100 *Intro to Health Info Tech (3)*
HIMT 1350 *Pharmacotherapy (2)*
HIMT 1250 *Health Record Content/Structure (2)*
HIMT 1150 *Computer Apps in Healthcare (3)*
HIMT 2200 *Performance Improvement (3)*
HIMT 1200 *Legal Aspects of Healthcare (3)*
MAST 1120 *Human Diseases (3)*
HIMT 1400 *Coding & Classification (4)*
HIMT 2300 *Healthcare Management (3)*
HIMT 2150 *Healthcare Statistics (3)*
HIMT 1410 *Coding/Classification/ICD Adv (3)*
HIMT 2400 *Coding & Class/CPT/HCPCS (3)*
HIMT 2410 *Revenue Cycle Management (3)*
HIMT 2460 *Health Info Tech Practicum (3)*
ALHS 1090 *Medical Terminology (2)*

Total: 66 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Health Information Technology

Degree Program

HI13

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Additional Requirements

Students must complete all courses with a minimum grade of 2.0.

Program Length & Availability

6 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Health Information Technology Specialist

Updated: 04/03/2019
Effective Term: 201816

Certificate Program

HI51

Curriculum

Program-Specific Core – Total of 13 Hours

ALHS 1090 *Medical Terminology (2)*
HIMT 1100 *Intro to Health Information Technology (3)*
HIMT 1150 *Computer Applications in Healthcare (3)*
HIMT 1200 *Legal Aspects of Healthcare (3)*
HIMT 1250 *Health Record Content & Structure (2)*

Total: 13 Hours

Program Description

The Health Information Technology Specialist certificate is a sequence of courses designed to introduce the student to the career of health informatics. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes introductory courses to health record documentation, legal, and ethical aspects of health information, the electronic health record, and the health information exchange. This certificate program offers training in medical terminology, basic computing, legal aspects, computer applications, and health record documentation as all of these parameters pertain to protected health content.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Healthcare Assistant

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

HA21

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Program-Specific Core – Total of 22 Hours

ALHS 1011 *Structure/Function – Human Body (5)*
ALHS 1040 *Introduction to Healthcare (3)*
ALHS 1090 *Medical Terminology (2)*
COMP 1000 *Introduction to Computers (3)*
ENGL 1010 *Fundamentals of English I (3)*
PSYC 1010 *Basic Psychology (3)*

MATH 1012 *Foundations of Mathematics (3)* - *OR* -
MATH 1013 *Algebraic Concepts (3)*

Choose a Specialization – Total of 8-10 Hours

Medical Front Office Specialization

BUSN 1440 *Document Production (4)*
BUSN 2340 *Medical Admin Procedures (4)*
MAST 1100 *Medical Insurance Mgmt (2)*

Total: 32 Hours

Nurse Aide Specialization

ALHS 1060 *Diet & Nutrition for ALHS (2)*
NAST 1100 *Nurse Aide Fundamentals (6)*

Total: 30 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Healthcare Assistant
Certificate Program
HA21

Program Description
The Healthcare Assistant technical certificate of credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of healthcare delivery and are well prepared for employment and subsequent upward mobility.

Program Specific Information
Students are accepted every semester based on course and space availability. Students applying for the Practical Nursing and Surgical Technology diploma programs will be initially admitted into the Healthcare Assistant certificate in order to complete the required developmental and/or core courses for their program of study.

Program Length & Availability
2 Semesters
Campus Availability: Hall, Forsyth, Jackson, Barrow

Admissions Requirements
- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Horticulture

Updated: 4/06/17
Effective Term: 201716

Degree Program
EH13
Curriculum

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
- MUSC 1101 *Music Appreciation (3)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 15Hours
- HORT 1000 *Horticulture Science (3)*
- HORT 1010 *Woody Plant Identification I (3)*
- HORT 1020 *Herbaceous Plant ID (3)*
- HORT 1080 *Pest Management (3)*
- HORT 1150 *Horticulture Internship (3)*

Occupational-Related Electives – Choose 6 Hours

Choose a Specialization – Total of 24 Hours

General Horticulture Specialization
- Occupational-Related Electives – **Choose 24 Hours**

Landscape Specialization
- HORT 1041 *Landscape Construction (4)*
- HORT 1060 *Landscape Design (4)*
- HORT 1120 *Landscape Management (4)*
- HORT 1330 *Turfgrass Management (4)*
- HORT 1310 *Irrigation & Water Management (4)*
- Occupational-Related Elective – **Choose 4 Hours**

Total: 60 Hours

General Education Core Electives
- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 Quant. Skills/Reason *(3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Intro Psychology (3)*
- PSYC 2103 Human Develop. *(3)*
- RELG 1101 *World Religions (3)*SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives
- HORT 1030 *Greenhouse Management (4)*
- HORT 1040 *Landscape Installation (3)*
- HORT 1050 *Nursery Production & Management (4)*
- HORT 1060 *Landscape Design (4)*
- HORT 1070 *Landscape Installation (4)*
- HORT 1100 *Intro to Sustainable Agriculture (3)*
- HORT 1110 *Small Scale Food Prod. (4)*
- HORT 1120 *Landscape Management (4)*
- HORT 1140 *Horticulture Business Management (3)*
- HORT 1160 *Landscape Contracting (3)*
- HORT 1200 *Aboriculture Science (4)*
- HORT 1250 *Plant Prod/Propagation (4)*
- HORT 1310 *Irrigation & Water Management (4)*
- HORT 1330 *Turfgrass Management (4)*
- HORT 1410 *Soils (3)*
- HORT 1420 *Golf Course Design/Install (3)*
- HORT 1430 *Adv. Landscape Design (4)*
- HORT 1440 *Landscape Grading/Drainage (4)*
- HORT 1500 *Sm Gas Eng Repair/Maintenance (4)*
- HORT 1560 *Computer-Aided Landscape Design (4)*
- HORT 1680 *Woody Plant Identification II (3)*
- HORT 1690 *Horticulture Spanish (3)*
- HORT 1700 *Large Equipment Operation (3)*
- HORT 1720 *Introductory Floral Design (3)*
- HORT 1730 *Advanced Floral Design (3)*
- HORT 1750 *Interiorscaping (4)*
- HORT 1800 *Urban Landscaping Issues (3)*
- HORT 2249 *Flowery Shop Management (3)*
- HORT 2500 *Specialty Landscape Construction (4)*

May also choose from: ACCT 1100, COMP 1000, INDS 1150, WELD 1000, 1010, 1040, 1090, 1152, 1154, or MKTG 1100, 1130, 1160, 1190, 2210, 2300

Horticulture
Degree Program
EH13

Program Description
The Horticulture program is a sequence of courses that prepares students for careers in horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
5 Semesters
Campus Availability: Forsyth

Admissions Requirements
• Must be 16 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Horticulture

Diploma Program

EH12

Updated: 4/03/2019
Effective Term: 201716

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- EMPL 1000 *Interpersonal Relations (2)*
- MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 15 Hours

- HORT 1000 *Horticulture Science (3)*
- HORT 1010 *Woody Plant Identification I (3)*
- HORT 1020 *Herbaceous Plant ID (3)*
- HORT 1080 *Pest Management (3)*
- HORT 1150 *Horticulture Internship (3)*

Occupational-Related Electives – Choose 6 Hours

Choose a Specialization – Total of 15 Hours

General Horticulture Specialization

- Occupational-Related Electives **– Choose 15 Hours**

Landscape Specialization

- HORT 1120 *Landscape Management (4)*
- HORT 1330 *Turfgrass Management (4)*
- HORT 1310 *Irrigation & Water Management (4)*
- Occupational-Related Elective **– Choose 3 Hours**

Total: 44 Hours

Occupational-Related Electives

- ACCT 1100 *Financial Accounting I (4)*
- COMP 1000 *Intro to Computers (3)*
- HORT 1030 *Greenhouse Management (4)*
- HORT 1040 *Landscape Installation (3)*
- HORT 1050 *Nursery Production & Management (4)*
- HORT 1060 *Landscape Design (4)*
- HORT 1070 *Landscape Installation (4)*
- HORT 1100 *Intro to Sustainable Agriculture (3)*
- HORT 1110 *Small Scale Food Prod. (4)*
- HORT 1120 *Landscape Management (4)*
- HORT 1140 *Horticulture Business Management (3)*
- HORT 1160 *Landscape Contracting (3)*
- HORT 1200 *Aboriculture Science (4)*
- HORT 1250 *Plant Prod/Propagation (4)*
- HORT 1310 *Irrigation & Water Management (4)*
- HORT 1330 *Turfgrass Management (4)*
- HORT 1410 *Soils (3)*
- HORT 1420 *Golf Course Design/Install (3)*
- HORT 1430 *Adv. Landscape Design (4)*
- HORT 1440 *Landscape Grading/Drainage (4)*
- HORT 1500 *Sm Gas Eng Repair/Maintenance (4)*
- HORT 1560 *Computer-Aided Landscape Design (4)*
- HORT 1680 *Woody Plant Identification II (3)*
- HORT 1690 *Horticulture Spanish (3)*
- HORT 1700 *Large Equipment Operation (3)*
- HORT 1720 *Introductory Floral Design (3)*
- HORT 1730 *Advanced Floral Design (3)*
- HORT 1750 *Interiorscaping (4)*
- HORT 1800 *Urban Landscaping Issues (3)*
- HORT 2249 *Flowery Shop Management (3)*
- HORT 2500 *Specialty Landscape Construction (4)*
- INDS 1150 *History/Interiors/ Architecture I (4)*
- MKTG 1100 *Principles of Marketing (3)*
- MKTG 1130 *Business Regs/Compliance (3)*
- MKTG 1160 *Professional Selling (3)*
- MKTG 1190 *Integrated MKTG Communications (3)*
- MKTG 2210 *Entrepreneurship (6)*
- MKTG 2300 *Marketing Management (3)*
- WELD 1000 *Intro to Welding Technology (4)*
- WELD 1010 *Oxyfuel Cutting (4)*
- WELD 1040 *Flat Shielded Metal Arc Welding (4)*
- WELD 1090 *Gas Metal Arc Welding (4)*
- WELD 1152 *Pipe Welding (4)*
- WELD 1154 *Plasma Cutting (3)*

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Horticulture
Diploma Program
EH12

Program Description
The Horticulture program is a sequence of courses that prepares students for careers in horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Forsyth

Admissions Requirements
• Must be 16 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Garden Center Technician

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

GC31

Curriculum

Program-Specific Core – Total of 12 Hours

HORT 1010 *Woody Plant Identification I (3)*
HORT 1020 *Herbaceous Plant ID (3)*
HORT 1080 *Pest Management (3)*
HORT 1140 *Horticulture Business Management (3)*

Total: 12 Hours

Program Description

The Garden Center Technician technical certificate of credit prepares graduates for challenging careers in the expanding field of Landscaping and Garden Centers. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Landscape Design Technician

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

LDT1

Curriculum

Program-Specific Core – Total of 22 Hours

HORT 1010 *Woody Plant Identification I (3)*
HORT 1020 *Herbaceous Plant ID (3)*
HORT 1060 *Landscape Design (4)*
HORT 1070 *Landscape Installation (4)*
HORT 1430 *Adv. Landscape Design (4)*
HORT 1560 *Computer-Aided Landscape Design (4)*

Total: 22 Hours

Program Description

The Landscape Design Technician technical certificate of credit prepares graduates for challenging careers in the expanding field of Landscaping and Garden Centers. Students will design and construct landscapes using a variety of different techniques and construction materials. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Landscape Specialist

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

LS11

Curriculum

Program-Specific Core – Total of 17 Hours

HORT 1000 *Horticulture Science (3)*
HORT 1010 *Woody Plant Identification I (3)*
HORT 1070 *Landscape Installation (4)*
HORT 1080 *Pest Management (3)*
HORT 1120 *Landscape Management (4)*

Total: 17 Hours

Program Description

The Landscape Specialist technical certificate of credit prepares individuals for challenging careers in the expanding field of Landscaping. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Sustainable Urban Agriculture Technician

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

SUA1

Curriculum

Program-Specific Core – Total of 19 Hours

- HORT 1080 *Pest Management (3)*
- HORT 1100 *Intro to Sustainable Agriculture (3)*
- HORT 1110 *Small Scale Food Prod. (4)*
- HORT 1140 *Horticulture Business Management (3)*
- HORT 1410 *Soils (3)*
- Occupational-Related Elective – **Choose 3 Hours**

Total: 19 Hours

Occupational-Related Electives

- HORT 1030 *Greenhouse Management (4)*
- HORT 1040 *Landscape Installation (3)*
- HORT 1050 *Nursery Production & Management (4)*
- HORT 1060 *Landscape Design (4)*
- HORT 1070 *Landscape Installation (4)*
- HORT 1120 *Landscape Management (4)*
- HORT 1160 *Landscape Contracting (3)*
- HORT 1200 *Aboriculture Science (4)*
- HORT 1250 *Plant Prod/Propagation (4)*
- HORT 1310 *Irrigation & Water Management (4)*
- HORT 1330 *Turfgrass Management (4)*
- HORT 1420 *Golf Course Design/Install (3)*
- HORT 1430 *Adv. Landscape Design (4)*
- HORT 1440 *Landscape Grading/Drainage (4)*
- HORT 1500 *Sm Gas Eng Repair/Maintenance (4)*
- HORT 1560 *Computer-Aided Landscape Design (4)*
- HORT 1680 *Woody Plant Identification II (3)*
- HORT 1690 *Horticulture Spanish (3)*
- HORT 1700 *Large Equipment Operation (3)*
- HORT 1720 *Introductory Floral Design (3)*
- HORT 1730 *Advanced Floral Design (3)*
- HORT 1750 *Interiorscaping (4)*
- HORT 1800 *Urban Landscaping Issues (3)*
- HORT 2249 *Flowery Shop Management (3)*
- HORT 2500 *Specialty Landscape Construction (4)*
- May also choose from: ACCT 1100, COMP 1000, INDS 1150, WELD 1000, 1010, 1040, 1090, 1152, 1154, or MKTG 1100, 1130, 1160, 1190, 2210, 2300

Program Description

The Sustainable Urban Agriculture Technician technical certificate of credit prepares students for a career in sustainable, small scale food production that integrates economic profitability and environmental stewardship. These courses provide hands-on experience in the fundamentals of plant production and marketing, giving the student a complete knowledge of the sustainable farmers' market system.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Hotel/Restaurant/Tourism Management

Updated: 04/3/2019
Effective Term: 201912

Degree Program

HM13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 Quant. Skills/Reason *(3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 30 Hours

COMP 1000 *Introduction to Computers (3)*
HRTM 1100 *Intro to Hotel, Restaurant, & Tourism Management (3)*

HRTM 1110 *Travel Industry & Travel Geography – Americas (3)* -OR-
HRTM 1115 *Travel Industry & 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 & Leadership: HRTM Industry (3)*
HRTM 1230 *HRTM Internship (3)*

Occupational-Related Elective – Choose 15 Hours

Occupational-Related Electives

HRTM 1110 *Travel Ind./Geography – Americas (3)*
HRTM 1115 *Travel Ind./Geography – International (3)*
HRTM 1120 *Tour & Cruise Management (3)*
HRTM 1130 *Business Etiquette & Communication (3)*

or Any MGMT (Management) Course

Total: 60 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Hotel/Restaurant/Tourism Management
Degree Program
HM13

Program Description
The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism Management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism Management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Associate of Applied Science Degree.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
5 Semesters
Campus Availability: Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Hotel/Restaurant/Tourism Management

Updated: 04/03/19
Effective Term: 201912

Diploma Program

HM12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*

MATH 1011 *Business Math (3)* -*OR*-
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 30 Hours

COMP 1000 *Introduction to Computers (3)*
HRTM 1100 *Intro to Hotel, Restaurant, & Tourism Management (3)*

HRTM 1110 *Travel Industry & Travel Geography – Americas (3)* -*OR*-
HRTM 1115 *Travel Industry & 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 & Leadership: HRTM Industry (3)*
HRTM 1230 *HRTM Internship (3)*

Occupational-Related Elective – Choose 6 Hours

Occupational-Related Electives

HRTM 1110 *Travel Ind./Geography – Americas (3)*
HRTM 1115 *Travel Ind./Geography – International (3)*
HRTM 1120 *Tour & Cruise Management (3)*
HRTM 1130 *Business Etiquette & Communication (3)*

or Any MGMT (Management) Course

Total: 44 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Hotel/Restaurant/Tourism Management

Diploma Program

HM12

Program Description

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism Management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism Management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Diploma.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Event Coordinator

Updated: 04/03/2019
Effective Term: 201814

Certificate Program

SES1

Curriculum

Program-Specific Core – Total of 9 Hours

HRTM 1150 *Event Planning (3)*
HRTM 1201 *Hospitality Marketing (3)*
HRTM 1210 *Hospitality Law (3)*

Total: 9 Hours

Program Description

The Event Coordinator certificate program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism fields. The Event Coordinator certificate provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism events.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Front Office Manager

Updated: 04/03/2019
Effective Term: 201912

Certificate Program

FFM1

Curriculum

Program-Specific Core – Total of 12 Hours

HRTM 1130 *Business Etiquette & Communication (3)*
HRTM 1140 *Hotel Operations Management (3)*
HRTM 1210 *Hospitality Law (3)*
HRTM 1220 *Supervision & Leadership: HRTM Industry (3)*

Total: 12 Hours

Program Description

The Front Office Manager program prepares students for employment in a variety of positions in today's hotel front office. The Front Office Manager program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Hospitality Customer Service Provider

Updated: 04/03/2019
Effective Term: 201912

Certificate Program

HC11

Curriculum

Program-Specific Core – Total of 9 Hours

COMP 1000 *Introduction to Computers (3)*
HRTM 1100 *Intro to Hotel, Restaurant, & Tourism Management (3)*
HRTM 1130 *Business Etiquette & Communication (3)*

Total: 9 Hours

Program Description

The Hospitality Customer Service Provider technical certificate of credit 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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Hospitality Operations Associate

Updated: 04/03/19
Effective Term: 201912

Certificate Program

HP31

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Program-Specific Core – Total of 9 Hours

HRTM 1100 *Intro to Hotel, Restaurant, & Tourism Management (3)*
HRTM 1160 *Food and Beverage Management (3)*
HRTM 1201 *Hospitality Marketing (3)*

Occupational-Related Elective – Choose 3 Hours

Total: 12 Hours

Occupational-Related Electives

HRTM 1110 *Travel Indus./Geography – Americas (3)*
HRTM 1115 *Travel Indus./Geography – International (3)*
HRTM 1120 *Tour & Cruise Management (3)*
HRTM 1130 *Business Etiquette & Communication (3)*
HRTM 1140 *Hotel Operations Management (3)*
HRTM 1150 *Event Planning (3)*
HRTM 1210 *Hospitality Law (3)*
HRTM 1220 *Supervision & Leadership: HRTM Industry (3)*

or Any MGMT (Management) Course

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Hotel Management Specialist

Updated: 04/03/19
Effective Term: 201912

Certificate Program

HM21

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Program-Specific Core – Total of 15 Hours

HRTM 1140 *Hotel Operations Management (3)*
HRTM 1150 *Event Planning (3)*
HRTM 1201 *Hospitality Marketing (3)*
HRTM 1210 *Hospitality Law (3)*
HRTM 1220 *Supervision & Leadership: HRTM Industry (3)*

Total: 15 Hours

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Travel Agency Operations

Updated: 04/03/19
Effective Term: 201912

Certificate Program

TAO1

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Program-Specific Core – Total of 15 Hours

ENGL 1010 *Fundamentals of English I (3)*
COMP 1000 *Introduction to Computers (3)*

HRTM 1110 *Travel Industry & Travel Geography – Americas (3)* -OR-
HRTM 1115 *Travel Industry & Travel Geography – International (3)*

HRTM 1120 *Tour & Cruise Management (3)*
HRTM 1201 *Hospitality Marketing (3)*

Total: 15 Hours

Program Description

The Travel Agency Operations program prepares students for employment in a variety of positions in today's tourism field. The Travel Agency Operations program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Travel & Tourism Associate

Updated: 04/03/2019
Effective Term: 201814

Certificate Program

TAT1

Curriculum

Program-Specific Core – Total of 15 Hours

COMP 1000 *Introduction to Computers (3)*
HRTM 1100 *Intro to Hotel, Restaurant, & Tourism Management (3)*

HRTM 1110 *Travel Industry & Travel Geography – Americas (3)* -OR-
HRTM 1115 *Travel Industry & Travel Geography – International (3)*

HRTM 1130 *Business Etiquette & Communication (3)*
HRTM 1210 *Hospitality Law (3)*

Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

HRTM 1110 *Travel Industry/Geography – Americas (3)*
HRTM 1115 *Travel Industry/Geography – International (3)*
HRTM 1120 *Tour & Cruise Management (3)*
HRTM 1140 *Hotel Operations Management (3)*
HRTM 1150 *Event Planning (3)*
HRTM 1160 *Food and Beverage Management*
HRTM 1201 *Hospitality Marketing (3)*
HRTM 1220 *Supervision & Leadership: HRTM Industry (3)*

or Any MGMT (Management) Course

Total: 18 Hours

Program Description

The Travel and Tourism Associate Certificate prepares students to work for convention and visitor's 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Electrical Control Systems

Updated: 04/03/19
Effective Term: 201614

Diploma Program

EC22

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*

MATH 1012 *Foundations of Mathematics (3)* - *OR* -
MATH 1013 *Algebraic Concepts (3)*

Program-Specific Core – Total of 30 Hours

IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

IDSY 1130 *Industrial Wiring (4)*
IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1210 *Industrial Motor Controls II (4)*
IDSY 1230 *Industrial Instrumentation (4)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1220 *Intermediate Industrial PLCs (4)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

Occupational-Related Electives – Choose 6 Hours

Total: 44 Hours

Occupational-Related Electives

ACCT 1100 *Financial Accounting I (4)*
AIRC 1005 *Refrigeration Fundamentals (4)*
AIRC 1010 *Refrigeration Prin/Practices (4)*
AIRC 1020 *Refrigeration Sys Components (4)*
AUMF 1150 *Introduction to Robotics (3)*
AUMF 2060 *Work Cell Design Laboratory (2)*
CIST 1130 *Operating Systems Concepts (3)*
CIST 2451 *Cisco Introduction to Networks (4)*
DFTG 1101 *CAD Fundamentals (4)*
ELCR 1005 *Soldering Technology (1)*
ELCR 1030 *Solid State Devices (5)*
ELCR 1040 *Digital/Microprocessor Fundamentals (5)*
ELCR 1060 *Linear Integrated Circuits (3)*
ELCR 1230 *Communications Elec Survey (3)*
ELCR 2160 *Adv Microprocessors/Robotics (3)*
ELTR 1060 *Elect Prints Schematics Sys (2)*
ELTR 1080 *Commercial Wiring I (5)*
ELTR 1205 *Residential Wiring I (3)*
ELTR 1260 *Transformers (3)*
ELTR 1270 *NEC Industrial Applications (4)*
IDFC 1007 *Industrial Safety Procedures (2)*
IDSY 1170 *Industrial Mechanics (4)*
IDSY 1190 *Fluid Power/Piping Systems (4)*
IDSY 1240 *Maintenance for Reliability (4)*
MCHT 1011 *Intro to Machine Tool (4)*
MCHT 1119 *Lathe Operations I (3)*
MCHT 1120 *Mill Operations I (3)*
WELD 1000 *Intro to Welding Technology (4)*
WELD 1010 *Oxyfuel Cutting (4)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Electrical Control Systems
Diploma Program
EC22

Program Description
The Electrical Control Systems diploma program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLCs, electrical controls, and instrumentation. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
3 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Industrial Electrician

Updated: 4/3/19
Effective Term: 201614

Certificate Program

IE41

Curriculum

Program-Specific Core – Total of 10 Hours

IDSY 1130 *Industrial Wiring (4)*

IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

Total: 10 Hours

Program Description

The Industrial Electrician technical certificate of credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Industrial Fluid Power Technician

Updated: 4/3/2019
Effective Term: 201614

Certificate Program

IF11

Curriculum

Program-Specific Core – Total of 11 Hours

IDSY 1170 *Industrial Mechanics (4)*
IDSY 1190 *Fluid Power/Piping Systems (4)*
IDSY 1195 *Pumps & Piping Systems (3)*

Total: 11 Hours

Program Description

The Industrial Fluid Power Technician 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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Industrial Mechanical Systems

Updated: 4/3/2019
Effective Term: 201614

Diploma Program

IMS2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*

MATH 1012 *Foundations of Mathematics (3)* - *OR* -
MATH 1013 *Algebraic Concepts (3)*

Program-Specific Core – Total of 32 Hours

IDSY 1020 *Print Reading/Problem Solving (3)*
IDSY 1160 *Mechanical Laws/Principles (4)*

IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1170 *Industrial Mechanics (4)*
IDSY 1190 *Fluid Power Systems (4)*
IDSY 1195 *Pumps & Piping Systems (3)*
IDSY 1240 *Maintenance for Reliability (4)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

Occupational-Related Electives – Choose 11 Hours

Occupational-Related Electives

AIRC 1020 *Refrigeration Sys Components (4)*
DFTG 1101 *CAD Fundamentals (4)*
IDFC 1007 *Industrial Safety Procedures (2)*
IDSY 1130 *Industrial Wiring (4)*
IDSY 1210 *Industrial Motor Controls II (4)*
IDSY 1260 *Machine Tool/Industrial Repair (4)*

Total: 51 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Industrial Mechanical Systems
Diploma Program
IMS2

Program Description
The Industrial Mechanical Systems Diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. Graduates of the program receive an Industrial Mechanical Systems diploma that qualifies them for employment as an industrial maintenance mechanic.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
3 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Industrial Motor Control Technician

Updated: 4/3/2019
Effective Term: 201614

Certificate Program

IM41

Curriculum

Program-Specific Core – Total of 12 Hours

IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1130 *Industrial Wiring (4)*
IDSY 1210 *Industrial Motor Controls II (4)*

Total: 12 Hours

Program Description

The Industrial Motor Control Technician technical certificate of credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Process Control Technician II

Updated: 4/3/2019
Effective Term: 201616

Certificate Program

PC71

Curriculum

Program-Specific Core – Total of 11 Hours

IDFC 1013 *Solid State Devices I (3)*
IDSY 1220 *Intermediate Industrial PLCs (4)*
IDSY 1230 *Industrial Instrumentation (4)*

Total: 11 Hours

Program Description

The Process Control Technician II technical certificate of credit provides instruction continuing the offerings in the Process Control Technician I certificate. Topics include industrial computer applications, intermediate PLCs, industrial instrumentation, and solid state devices.

Program Specific Information

Students are accepted every semester based on course and space availability. Students must have completed the Process Control Technician I technical certificate of credit.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Process Control Technician I

Updated: 4/3/2019
Effective Term: 201616

Certificate Program
PC61

Curriculum

Program-Specific Core – Total of 15 Hours

IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1190 *Fluid Power Systems (4)*
IDSY 1195 *Pumps and Piping Systems (3)*
IDSY 1210 *Industrial Motor Controls II (4)*

Total: 15 Hours

Program Description
The Process Control Technician technical certificate of credit offers instruction in the theory and practical application of motor and variable speed controls, industrial PLCs, and industrial fluid power systems. Completion of the program is profitable for entry-level employment or for upgrading technical skills.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
2 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Programmable Control Technician I

Updated: 4/3/2019
Effective Term: 201614

Certificate Program

PC81

Curriculum

Program-Specific Core – Total of 12 Hours

IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1220 *Intermediate Industrial PLCs (4)*

Total: 12 Hours

Program Description

The Programmable Controller Technician I technical certificate of credit offers specialized training in programmable controllers. Topics include motor control fundamentals and instruction in basic and advanced PLCs.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Robotic Technician

Updated: 4/3/2019
Effective Term: 201614

Certificate Program

RT41

Curriculum

Program-Specific Core – Total of 20 Hours

AUMF 1150 *Introduction to Robotics (3)*
AUMF 2060 *Work Cell Design Laboratory (2)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1190 *Fluid Power Systems (4)*
IDSY 1195 *Pumps & Piping Systems (3)*
IDSY 1220 *Intermediate Industrial PLCs (4)*

Total: 20 Hours

Program Description

The Robotic Technician technical certificate of credit is designed for the students who wish to enhance their automation skills for employment at companies who have robots. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The certificate provides opportunities to retrain or upgrade present knowledge and skill. This certificate is designed for students or employees who have a background in Industrial Electronics, including: industrial wiring, motors, controls, PLCs, instrumentation, and computers. Graduates of the certificate program receive a Robotic Technician certificate that qualifies them for employment as a robotic automation technician.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Industrial Systems Technology

Updated: 04/03/2019
Effective Term: 201816

Degree Program

IS13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 37 Hours

IDSY 1130 *Industrial Wiring (4)*
IDSY 1170 *Industrial Mechanics (4)*

IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1210 *Industrial Motor Controls II (4)*
IDSY 1220 *Intermediate Industrial PLCs (4)*
IDSY 1190 *Fluid Power Systems (4)*
IDSY 1195 *Pumps and Piping Systems (3)*

Occupational-Related Electives – Choose 11 Hours

Total: 63 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 Quant. Skills/Reason *(3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives

AUMF 1150 *Introduction to Robotics (3)*
AUMF 1560 *Manufacturing Production Req. (1)*
AUMF 2060 *Work Cell Design Laboratory (2)*
DFTG 1101 *CAD Fundamentals (4)*
ENGT 1000 *Intro to Engineering Tech (3)*
IDSY 1020 *Print Reading/Problem Solving (3)*
IDSY 1160 *Mechanical Laws/Principles (4)*
IDSY 1230 Industrial Instrumentation (4)
IDSY 1240 *Maintenance for Reliability (4)*
MCHT 1011 *Intro to Machine Tool (4)*
MCHT 1119 *Lathe Operations I (3)*
MCHT 1120 *Mill Operations I (3)*
MEGT 1010 *Manufacturing Processes (3)*
MEGT 2100 *Manufacturing Quality Control (3)*
WELD 1000 *Intro to Welding Technology (4)*
WELD 1040 *Flat Shielded Metal Arc Welding (4)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Industrial Systems Technology
Degree Program
IS13

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Industrial Systems Technology

Updated: 04/03/19
Effective Term: 201614

Diploma Program

IST4

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*

MATH 1012 *Foundations of Mathematics (3)* - *OR* -
MATH 1013 *Algebraic Concepts (3)*

Program-Specific Core – Total of 29 Hours

IDSY 1130 *Industrial Wiring (4)*
IDSY 1170 *Industrial Mechanics (4)*

IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1190 *Fluid Power Systems (4)*
IDSY 1195 *Pumps and Piping Systems (3)*

Occupational-Related Electives – Choose 9 Hours

Occupational-Related Electives

AUMF 1150 *Introduction to Robotics (3)*
AUMF 2060 *Work Cell Design Laboratory (2)*
DFTG 1101 *CAD Fundamentals (4)*
ENGT 1000 *Intro to Engineering Tech (3)*
IDSY 1020 *Print Reading/Problem Solving (3)*
IDSY 1160 *Mechanical Laws/Principles (4)*
IDSY 1210 *Industrial Motor Controls II (4)*
IDSY 1220 *Intermediate Industrial PLCs (4)*
IDSY 1240 *Maintenance for Reliability (4)*
MCHT 1011 *Intro to Machine Tool (4)*
MCHT 1119 *Lathe Operations I (3)*
MCHT 1120 *Mill Operations I (3)*
MEGT 1010 *Manufacturing Processes (3)*
WELD 1000 *Intro to Welding Technology (4)*
WELD 1040 *Flat Shielded Metal Arc Welding (4)*

Total: 46 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Industrial Systems Technology
Diploma Program
IST4

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Interdisciplinary Studies

Updated: 4/3/2019
Effective Term: 201816

Degree Program

AF53

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 21 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101 *Composition & Rhetoric (3)* **Required*

SPCH 1101 *Public Speaking (3)* - OR -
ENGL 1102 *Literature & Comp. (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)*
POLS 1101 *American Gov't (3)*
PSYC 1101 *Intro. Psychology (3)*
SOCI 1101 *Intro. Sociology (3)*

Area III – Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills & Reasoning (3)*
MATH 1111 *College Algebra (3)*

Area III – Natural Sciences or Additional Math – Choose 3+ Hours

BIOL 1111(L) *Biology I + Lab (4)*
CHEM 1211(L) Chemistry I + Lab (4)
CHEM 1212(L) Chemistry II + Lab (4)
CHEM 1151(L) *Survey of Inorganic Chemistry + Lab (4)*
CHEM 1152(L) *Survey of Organic & Biochemistry + Lab (4)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Statistics (3)*
MATH 1131 *Calculus I (4)*
MATH 1132 *Calculus II (4)*
PHYS 1110(L) *Conceptual Physics (4)*
PHYS 1111(L) *Intro Physics I + Lab (4)*
PHYS 1112(L) *Intro Physics II + Lab (4)*

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 *Intro.to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

Interdisciplinary Studies - Choose 40 Hours

General Studies

Healthcare Program-Specific Pathways (see next page)

Total: 61 Hours

General Studies – Choose 40 Hours

Any course from Areas I-IV

Additional Core Courses:

ENGL 1105 *Workplace & Tech. Communications (3)*
POLS 2401 *Global Issues (3)*
PSYC 2103 *Human Development (3)*
PSYC 2250 *Abnormal Psychology (3)*
SPAN 1101 *Intro to Spanish Language/Culture I (3)*
SPAN 1102 *Intro to Spanish Language/Culture II (3)*

Occupational Introductory Courses:

ACCT 1100 *Financial Accounting I (4)*
ACCT 1105 *Financial Accounting II (4)*
ALHS 1090 *Medical Terminology (2)*
AUTT 1010 *Auto Technology Introduction* (2)
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
BIOL 2117(L) Intro Microbiology + Lab (4)
BUAS 1010 *Building Automation Fund. (2)*
BUSN 1440 *Document Production (4)*
CIST 1001 *Computer Concepts (4)*
CIST 1130 Operating Systems Concepts (3)
COMP 1000 *Introduction to Computers (3)*
CRJU 1010 *Intro to Criminal Justice (3)*
CUUL 1000 *Fundamentals of Culinary Arts (4)*
DMPT 1000 *Introduction to Design (4)*
DFTG 1101 *(Drafting) CAD Fundamentals (4)*
ECCE 1101 *Intro to Early Childhood Care (3)*
ELUT 1101 *Intro to Electrical Utility Industry (3)*
EMYT 1124 *Principles of Emergency Mgmt (3)*
ENGT 1000 *Intro to Engineering (3)*
FRSC 1100 *Intro to Fire Science (3)*
HIMT 1100 *Intro to Health Info Mgmt (3)*
HORT 1000 *Horticulture Science (3)*
IDSY 1170 *Industrial Mechanics (4)*
INDS 1100 *Interior Design Fundamentals (4)*
IDSY 1005 *Intro to Mechatronics (4)*
MCHT 1011 *Intro to Machine Tool (4)*
MGMT 1100 *Principles of Management (3)*
MGMT 1105 *Organizational Behavior (3)*
MGMT 2115 *Human Resource Management (3)*
MKTG 1100 *Principles of Marketing (3)*
MSVT 1000 *Intro to Motorsports/Race Systems (3)*
WELD 1000 *Intro to Welding Technology (4)*

Healthcare Program-Specific Pathways for selective admission programs

Updated: 6/08/2018
Effective Term: 201816

Pre-Dental Hygiene Requirements

Core Courses:
Area I – ENGL 1101 + SPCH 1101
Area II – PSYC 1101 + SOCI 1101
Area III – Any Math Option
Area IV – Any Humanities Option

Additional Course Requirements:
BIOL 2113(L) *Human A&P I + Lab*
BIOL 2114(L) *Human A&P II + Lab*
BIOL 2117(L) *Introductory Microbiology + Lab*
CHEM 1151(L) *Survey of Inorganic Chemistry + Lab*
CHEM 1152(L) *Survey Organic & Biochemistry + Lab*

To complete the Interdisciplinary Studies Degree, a student must take 24 additional hours from General Studies.

Pre-Radiologic Technology Requirements

Core Courses:
Area I – ENGL 1101
Area II – Any Social/Behavior Sciences Option
Area III – MATH 1101 or MATH 1111
Area IV – Any Humanities Option

Additional Course Requirements:
ALHS 1090 *Medical Terminology*
BIOL 2113(L) *Human A&P I + Lab*
BIOL 2114(L) *Human A&P II + Lab*
Any 1 Core Course from Areas I-IV or the Additional Core Courses List

To complete the Interdisciplinary Studies Degree, a student must take ENGL 1102 or SPCH 1101, an additional Area II course, and 34 additional hours from General Studies.

Pre-Health Information Mgmt Tech. Requirements

Core Courses:
Area I – ENGL 1101
Area II – Any Social/Behavior Sciences Option
Area III – Any Math Option
Area IV – Any Humanities Option

Additional Course Requirements:
ALHS 1090 *Medical Terminology*
BIOL 2113(L) *Human A&P I + Lab*
BIOL 2114(L) *Human A&P II + Lab*
Any 1 Core Course from Areas I-IV or the Additional Core Courses List

To complete the Interdisciplinary Studies Degree, a student must take ENGL 1102 or SPCH 1101, an additional Area II course, and 34 additional hours from General Studies.

Pre-Surgical Technology Requirements

Core Courses:
Area I – ENGL 1101
Area II – Any Social/Behavior Sciences Option
Area III – Any Math Option
Area IV – Any Humanities Option

Additional Course Requirements:
ALHS 1090 *Medical Terminology*
BIOL 2113(L) *Human A&P I + Lab*
BIOL 2114(L) *Human A&P II + Lab*
BIOL 2117(L) *Introductory Microbiology + Lab*
Any 1 Core Course from Areas I-IV or the Additional Core Courses List

To complete the Interdisciplinary Studies Degree, a student must take ENGL 1102 or SPCH 1101, an additional Area II course, and 30 additional hours from General Studies.

Pre-Physical Therapy Assistant Requirements

Core Courses:
Area I – ENGL 1101
Area II – PSYC 1101
Area III – MATH 1111
Area IV – Any Humanities Option

Additional Course Requirements:
BIOL 2113(L) *Human A&P I + Lab*
BIOL 2114(L) *Human A&P II + Lab*
PHYS 1110(L) *Conceptual Physics + Lab*
PSYC 2103 *Human Development*

To complete the Interdisciplinary Studies Degree, a student must take ENGL 1102 or SPCH 1101, an additional Area II course, and 29 additional hours from General Studies

Pre-Associate of Science in Nursing* Requirements

Core Courses:
Area I – ENGL 1101 + ENGL 1102
Area II – PSYC 1101
Area III – MATH 1111
Area IV – Any Humanities Option

Additional Course Requirements:
BIOL 2113(L) *Human A&P I + Lab*
BIOL 2114(L) *Human A&P II + Lab*
BIOL 2117(L) *Introductory Microbiology + Lab*

To complete the Interdisciplinary Studies Degree, a student must take an additional Area II course and 32 additional hours from General Studies

*This program has been granted Initial Approval from the GA Board of Nursing and is pending approval from SACSCOC.

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Equal Opportunity Institution | Program Costs | Technology Requirements

Interdisciplinary Studies
Degree Program
AF53

Program Description
The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors, and electives.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
5 Semesters
Campus Availability: Hall, Forsyth, Barrow, Dawson, Online.

Admissions Requirements
- High school diploma or GED is required prior to graduation.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Interiors

Degree Program

IN13

Updated: 04/03/19
Effective Term: 201814

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 Quant. Skills/Reason *(3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 51 Hours

INDS 1100 *Interior Design Fundamentals (4)*
INDS 1115 *Tech Drawing/Interior Design (4)*
INDS 1120 *Codes/Build Sys/Interiors (3)*
INDS 1125 *Lighting Tech for Interiors (2)*
INDS 1130 *Materials and Resources (4)*
INDS 1145 CAD Fundamentals/Interiors (3)
INDS 1150 *Hist/Interiors/Architecture I (3)*
INDS 1135 *Textiles for Interiors (3)*
INDS 1155 *Hist/Interiors/Architecture II (3)*
INDS 1160 *Interiors Seminar (3)*
INDS 2210 *Design Studio I (3)*
INDS 2215 *Design Studio II (3)*
INDS 2230 *Design Studio III (3)*
INDS 1170 *Interior Internship (3)*
INDS 2240 Busn Practices/Design Prof (4)

Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

COMP 1000 *Introduction to Computers (3)*
MGMT 1120 *Introduction to Business (3)*
MKTG 1100 *Principles of Marketing (3)*
MKTG 1160 *Professional Selling (3)*

Total: 66 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Interiors
Degree Program
IN13

Program Description
The Interiors Program is designed to prepare students for employment in a variety of positions in the interiors field. The Interiors Program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include non-textile and textile use; materials usage; basic blueprint reading; codes & building systems; use of computers in drafting; communication with architects, contractors and clients; historical perspective of architecture; interior design fundamentals; selection and use of furniture and interior finishes; and client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors. Required core classes give students a well-balanced foundation of English and math and allows students to expand their knowledge of humanities, literature, and art. Electives allow the student to specialize according to career goals. Graduates of the program receive an Interiors degree.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
5 Semesters
Campus Availability: Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Interiors

Updated: 04/03/19
Effective Term: 201814

Diploma Program

IN12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*

EMPL 1000 *Interpersonal Relations (2) - OR -*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 48 Hours

INDS 1100 *Interior Design Fundamentals (4)*
INDS 1115 *Tech Drawing/Interior Design (4)*
INDS 1120 *Codes/Build Sys/Interiors (3)*
INDS 1125 *Lighting Tech for Interiors (2)*
INDS 1130 *Materials and Resources (4)*
INDS 1145 CAD Fundamentals/Interiors (3)
INDS 1150 *Hist/Interiors/Architecture I (3)*
INDS 1135 *Textiles for Interiors (3)*
INDS 1155 *Hist/Interiors/Architecture II (3)*
INDS 1160 *Interiors Seminar (3)*
INDS 2210 *Design Studio I (3)*
INDS 2215 *Design Studio II (3)*
INDS 2230 *Design Studio III (3)*
INDS 2240 Busn Practices/Design Prof (4)

Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives
COMP 1000 *Introduction to Computers (3)*
MGMT 1120 *Introduction to Business (3)*
MKTG 1100 *Principles of Marketing (3)*
MKTG 1160 *Professional Selling (3)*

Total: 56 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Interiors
Diploma Program
IN12

Program Description
The Interiors Program is designed to prepare students for employment in a variety of positions in the interiors field. The Interiors Program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include non-textile and textile use; materials usage; basic blueprint reading; codes & building systems; use of computers in drafting; communication with architects, contractors and clients; historical perspective of architecture; interior design fundamentals; selection and use of furniture and interior finishes; and client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors. Required core classes give students a well-balanced foundation of English and math and allow students to expand their knowledge of humanities, literature, and art. Electives allow the student to specialize according to career goals. Graduates of the program receive an Interiors diploma.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Forsyth

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Interior Design Assistant

Updated: 04/03/19
Effective Term: 201716

Certificate Program

ID11

Curriculum

Program-Specific Core – Total of 20 Hours

- INDS 1100 *Interior Design Fundamentals (4)*
- INDS 1115 *Tech Drawing/Interior Design (4)*
- INDS 1120 *Codes/Build Sys/Interiors (3)*
- INDS 1125 *Lighting Tech for Interiors (2)*
- INDS 1130 *Materials and Resources (4)*
- INDS 1135 *Textiles for Interiors (3)*

Occupational-Related Electives – Choose 6 Hours

(3 from Group One and 3 from Group Two)

Total: 26 Hours

3 Hours

Occupational-Related Electives (Group One)

- BUSN 1240 *Office Procedures (3)*
- DFTG 1127 *Architectural 3D Modeling (4)*
- DMPT 1000 *Introduction to Design (4)*
- HORT 1720 *Introductory Floral Design (4)*
- INDS 1145 CAD Fundamentals/Interiors (3)
- INDS 1150 *Hist/Interiors/Architecture I (4)*
- INDS 1155 *Hist/Interiors/Architecture II (4)*
- INDS 1160 *Interiors Seminar (3)*
- MGMT 1120 *Introduction to Business (3)*
- MGMT 2120 *Labor Management Relations (3)*
- MKTG 1100 *Principles of Marketing (3)*
- MKTG 1160 *Professional Selling (3)*

3 Hours

Occupational-Related Electives (Group Two)

- COMP 1000 *Introduction to Computers (3)*
- MGMT 1120 *Introduction to Business (3)*
- MKTG 1100 *Principles of Marketing (3)*
- MKTG 1160 *Professional Selling (3)*

Program Description

The Interior Design Assistant technical certificate of credit prepares individuals to apply artistic principles and techniques to the professional planning, designing, equipping, and furnishing of residential and commercial interior spaces.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Interior Window Treatments

Updated: 4/3/2019
Effective Term: 201516

Certificate Program

IW21

Curriculum

Program-Specific Core – Total of 13 Hours

INDS 1100 *Interior Design Fundamentals (4)*
INDS 1170 *Interior Internship (3)*
INDS 1160 *Interiors Seminar (3)*
INDS 1135 *Textiles for Interiors (3)*

Total: 13 Hours

Program Description

The Interior Window Treatment technical certificate of credit is designed to meet the needs of the student who is interested in attaining entry level knowledge and skills necessary to work in the field of window fashion design. In addition to providing an exit point for students who want to become employed rapidly, the program also provides the student with an avenue to pursue opportunities in other areas of interior design.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Interior Design Sales Consultant

Updated: 04/03/19
Effective Term: 201912

Certificate Program

ID31

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Program-Specific Core – Total of 23 Hours

INDS 1100 *Interior Design Fundamentals (4)*
INDS 1130 *Materials and Resources (4)*
INDS 1135 *Textiles for Interiors (3)*
INDS 1150 *Hist/Interiors/Architecture I (3)*
INDS 1155 *Hist/Interiors/Architecture II (3)*

Occupational-Related Elective – Choose 6 Hours

Total: 23 Hours

Occupational-Related Electives
COMP 1000 *Introduction to Computers (3)*
INDS 1125 *Lighting Technologies for Interiors (2)*
INDS 1160 *Interiors Seminar (3)*
MGMT 1120 *Introduction to Business (3)*
MKTG 1100 *Principles of Marketing (3)*
MKTG 1160 *Professional Selling (3)*

Program Description

The Interiors Design Sales Consultant is a certificate program highlighting the unique skill set required to identify the needs of a customer and provide an opportunity for those needs to be met through the purchase of a product or service. Students learn how to maintain customer relations, to achieve sales goals, and to market products and services as required for the professional planning and designing of residential and commercial interior spaces.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Basic Marine Engine Technician

Updated: 03/25/19
Effective Term: 202012

Certificate Program

BM41

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Marine Engine Technology Program Projected to begin Fall Semester 2019.

Program-Specific Core – Total of 15 Hours

MAET 1000 *Safety, Marine Fundamentals, & Precision Measuring (3)*
MAET 1025 *Marine Engine Fundamentals (4)*
MAET 1085 *Marine Engine Fuel Systems (4)*
MAET 1150 *Marine Accessories (4)*

Total: 15 Hours

Program Description

The Basic Marine Engine Technician certificate program trains students for entry level employment in a marine engine repair facility as a mechanic's helper. Topics covered include marine shop safety, shop operations, marine engine fundamentals and servicing, marine fuel systems, and marine accessories.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Basic Marine Servicing Technician

Updated: 03/25/19
Effective Term: 202012

Certificate Program

BM61

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Marine Engine Technology Program Projected to begin Fall Semester 2019.

Program-Specific Core – Total of 17 Hours

MAET 1000 *Safety, Marine Fundamentals, & Precision Measuring (3)*
MAET 1045 *Marine Engine Electrical Systems (4)*
MAET 1070 *Marine Engine Ignition Systems (3)*
MAET 1100 *Marine Engine Cooling Systems (2)*
MAET 1125 *Marine Drive Systems (5)*

Total: 17 Hours

Program Description

The Basic Marine Servicing Technician certificate program trains students for entry level employment in a marina or marine dealership as a servicing technician. Topics covered include shop safety, shop operations, marine engine electrical theory, marine ignition systems, marine drive systems, and marine cooling systems.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Marine Engine Technology

Updated: 3/25/19
Effective Term: 202012

Diploma Program
ME12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Marine Engine Technology Program Projected to begin Fall Semester 2019.

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 32 Hours

COMP 1000 *Introduction to Computers (3)*
MAET 1000 *Safety, Marine Fundamentals, & Precision Measuring (3)*
MAET 1025 *Marine Engine Fundamentals (4)*
MAET 1085 *Marine Engine Fuel Systems (4)*
MAET 1150 *Marine Accessories (4)*
MAET 1045 *Marine Engine Electrical Systems (4)*
MAET 1070 *Marine Engine Ignition Systems (3)*
MAET 1100 *Marine Engine Cooling Systems (2)*
MAET 1125 *Marine Drive Systems (5)*

Total: 40 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Marine Engine Technology
Diploma Program
ME12

Program Description
The Marine Engine Technology Diploma program is a sequence of courses designed to prepare students for careers in marine engine technology and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of marine engine technology theory and practical application necessary for successful employment in the field. Program graduates receive a Marine Engine Technology Diploma which qualifies them as entry level marine engine technicians.

Program Specific Information
Students are accepted each semester based on course and space availability.

Program Length & Availability
3 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Mechatronics Technology

Updated: 04/03/2019
Effective Term: 201816

Degree Program
MT23

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 Global Issues (3)
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
- MUSC 1101 *Music Appreciation (3)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives
- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 *Quant. Skills/Reason (3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Intro Psychology (3)*
- PSYC 2103 *Human Develop. (3)*
- RELG 1101 *World Religions (3)*
- SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 39 Hours

ELTR 1010 *Direct Current Fundamentals (3)* - *OR* -
IDFC 1011 *Direct Current I (3)* - *OR* -
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3)* - *OR* -
IDFC 1012 *Alternating Current I (3)* - *OR* -
IDSY 1105 *AC Circuit Analysis (3)*

IDFC 1013 *Solid State Devices I (3)*
IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1190 *Fluid Power Systems (4)*
IDSY 1210 *Industrial Motor Controls II (4)*
IDSY 1220 *Intermediate Industrial PLCs (4)*
IDSY 1230 Industrial Instrumentation (4)
MCTX 2250 *Mechatronics Capstone (3)*
AUMF 1150 *Introduction to Robotics (3)*

Occupational-Related Electives – Choose 6 Hours

Occupational-Related Electives
- AIRC 1005 *Refrigeration Fundamentals (4)*
- AUMF 2060 *Work Cell Design Laboratory (2)*
- BUAS 1010 *BAS Fundamentals (2)*
- IDSY 1130 *Industrial Wiring (4)*
- IDSY 1170 *Industrial Mechanics (4)*
- IDSY 1240 *Maintenance for Reliability (4)*
- WELD 1000 *Intro to Welding Technology (4)*
- WELD 1010 *Oxyfuel Cutting (4)*
- or any other AIRC, AUMF, BUAS, ELCR, IDSY, MCHT, or WELD course approved by your advisor.

Total: 60 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Mechatronics Technology
Degree Program
MT23

Program Description
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 skills. The 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 receive a Mechatronics Technology Degree that qualifies them for employment as Industrial Electricians or Mechatronics Technicians.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Barrow

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, or COMPASS test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Mechatronics Technology

Updated: 4/03/2019
Effective Term: 201816

Diploma Program
MTD2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*

EMPL 1000 *Interpersonal Relations (2) - OR –*
PSYC 1010 *Basic Psychology (3)*

MATH 1012 *Foundations of Mathematics (3) - OR -*
MATH 1013 *Algebraic Concepts (3)*

Program-Specific Core – Total of 39 Hours

ELTR 1010 *Direct Current Fundamentals (3) - OR -*
IDFC 1011 *Direct Current I (3) - OR -*
IDSY 1101 *DC Circuit Analysis (3)*

ELTR 1020 *Alternating Current Fundamentals (3) - OR -*
IDFC 1012 *Alternating Current I (3) - OR -*
IDSY 1105 *AC Circuit Analysis (3)*

IDFC 1013 *Solid State Devices I (3)*
IDSY 1110 *Industrial Motor Controls (4)*
IDSY 1120 *Basic Industrial PLCs (4)*
IDSY 1190 *Fluid Power Systems (4)*
IDSY 1210 *Industrial Motor Controls II (4)*
IDSY 1220 *Intermediate Industrial PLCs (4)*
IDSY 1230 Industrial Instrumentation (4)
MCTX 2250 *Mechatronics Capstone (3)*
AUMF 1150 *Introduction to Robotics (3)*

Total: 47 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Mechatronics Technology
Diploma Program
MTD2

Program Description
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.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Barrow

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, or COMPASS test scores.

Financial Aid
This program is pending eligibility for Federal Financial Aid (Pell Grant), but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Mechatronics Technician

Updated: 4/3/2019
Effective Term: 201712

Certificate Program
MT21

Curriculum

Program-Specific Core – Total of 12 Hours

IDSY 1005 *Introduction to Mechatronics (4)*
IDSY 1170 *Industrial Mechanics (4)*
IDSY 1190 *Fluid Power Systems (4)*

Total: 12 Hours

Program Description
The Mechatronics Technician certificate is designed to provide students with entry level understanding and skills to perform duties on Mechatronic equipment and industrial automation. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance. Students will obtain knowledge which will provide an understanding of the basic technologies used in industry to achieve automated processes.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
1 Semesters
Campus Availability: Barrow

Admissions Requirements
• Must be 16 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, or COMPASS test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Medical Administrative Assistant

Updated: 04/03/19
Effective Term: 201912

Certificate Program

MH71

Curriculum

Program-Specific Core – Total of 24 Hours

ENGL 1010 *Fundamentals of English I (3)*
ALHS 1011 *Structure/Function Human Body (5)*
COMP 1000 *Introduction to Computers (3)*
ALHS 1090 *Medical Terminology (2)*
MAST 1010 *Legal/Ethic Concerns/Med Off (2)*
MAST 1060 *Medical Office Procedures (4)*
MAST 1100 *Medical Insurance Mgmt (2)*
MAST 1110 *Administrative Practice Mgmt (3)*

Total: 24 Hours

Program Description

The Medical Administrative Assistant will work in the front office of a physician's office, clinic or other out-patient facilities greeting patients, answering the telephone, making appointments, and gathering information from patients for patient files. In addition, these individuals should possess good interpersonal and customer service skills - being courteous, professional, and helpful - are critical for this job. Being an active listener often is a key quality needed that requires the ability to listen patiently to the points being made, to wait to speak until others have finished, and to ask appropriate questions when necessary. In addition, the ability to relay information accurately to others is important.

Program Specific Information

Students are accepted every semester based on course and space availability.
Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Forsyth, Barrow, Dawson, Jackson

Admissions Requirements

- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Medical Assisting

Degree Program

MA23

Updated: 4/03/2019
Effective Term: 201912

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 Hours
- PSYC 1101 *Introductory Psychology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives
- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 *Quant. Skills/Reas. (3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 2103 Human Develop. *(3)*
- RELG 1101 *World Religions (3)*
- SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 48 Hours
- COMP 1000 *Introduction to Computers (3)*
- ALHS 1090 *Medical Terminology (2)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- MAST 1010 *Legal/Ethic Concerns/Med Off (2)**
- MAST 1030 *Pharmacology/Med 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 Mgmt (2)**
- MAST 1110 *Administrative Practice Mgmt (3)**
- MAST 1120 *Human Diseases (3)**
- MAST 1170 *Medical Assisting Externship (6)**
- MAST 1180 *Medical Assisting Seminar (3)**

Total: 63 Hours

*Core, BIOL, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST coursework.

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Medical Assisting
Degree Program
MA23

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

Program Specific Information
Students are accepted every semester based on course and space availability.
Medical Assisting is a full-time, day classes-only program.
Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.
All courses must be completed prior to enrolling in MAST 1170 *Medical Assisting Externship.*

Additional Admissions Requirements
Criminal background checks and drug screens are required for participation in clinical experiences.
Transfer students who have completed an MA diploma elsewhere need to have graduated from a regionally accredited institution and from a CAAHEP or ABHES accredited medical assisting program. These students must also provide evidence of current CMA Certification through the American Association of Medical Assistants.

Program Length & Availability
5 Semesters
Campus Availability: Hall, Forsyth, Barrow

Admissions Requirements
- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Medical Assisting

Updated: 4/03/2019
Effective Term: 201912

Diploma Program

MA22

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
PSYC 1010 *Basic Psychology (3)*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 45 Hours

ALHS 1011 *Structure/Function Human Body (5)*
COMP 1000 *Introduction to Computers (3)*
ALHS 1090 *Medical Terminology (2)*
MAST 1010 *Legal/Ethic Concerns/Med Off (2)*
MAST 1030 *Pharmacology/Med 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 Mgmt (2)*
MAST 1110 *Administrative Practice Mgmt (3)*
MAST 1120 *Human Diseases (3)*
MAST 1170 *Medical Assisting Externship (6)*
MAST 1180 *Medical Assisting Seminar (3)*

Total: 54 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Medical Assisting
Diploma Program
MA22

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

Program Specific Information
Students are accepted every semester based on course and space availability.
Medical Assisting is a full-time, day classes-only program.
Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.
All courses must be completed prior to enrolling in MAST 1170 *Medical Assisting Externship.*

Program Accreditation:
The Lanier Technical College Medical Assisting Diploma programs at the Oakwood, Forsyth, and Winder-Barrow Campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (CRB-AAMAE). CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350. Lanier Technical College does not accept credit for experiential learning.

Additional Admissions Requirements
Criminal background checks and drug screens are required for participation in clinical experiences.

Program Length & Availability
4 Semesters
Campus Availability: Hall, Forsyth, Barrow

Admissions Requirements
- Must be 17 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Motorsports Chassis Technician

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

MCB1

Curriculum

Program-Specific Core – Total of 19 Hours

MSVT 1000 *Intro Motorsports/Race Sys (3)*

MCHT 1011 *Intro to Machine Tool (4)* - *OR* -
MSVT 1020 *Motorsports Machine Tool (4)* - *OR* -
ACRP 1000 *Intro/Auto Collision Repair (4)*

MSVT 1030 *Motorsports Welding (3)* - *OR* -
WELD 1000 *Intro Welding Technology (4)*

MSVT 1050 *Fabrication Techniques (6)*
MSVT 2020 Race Car Preparation/Testing (3)

Total: 19 Hours

Program Description

The Motorsports Chassis Technician certificate of credit prepares students for entry into the motorsports racing industry as a racing vehicle chassis technician. Graduates will receive a Motorsports Chassis Technician certificate of credit.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Motorsports Vehicle Technology

Updated: 4/3/2019
Effective Term: 201812

Degree Program
MVT3
Curriculum

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
- MUSC 1101 *Music Appreciation (3)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 46 Hours
- MSVT 1000 *Intro Motorsports/Race Sys (3)*
- MSVT 1010 *Electrical Systems (4)*
- MSVT 1040 *Gear Box & Final Drives (4)*
- MSVT 1030 *Motorsports Welding (3)* - *OR* - WELD 1000 *Intro Welding Technology (4)*
- MSVT 2000 *Motorsports Composites (5)* - *OR* - MSVT 2005 *Body/Chassis Design/Fabr. (5)*
- MCHT 1011 *Intro to Machine Tool (4)* - *OR* -
- MSVT 1020 *Motorsports Machine Tool (4)* - *OR* -
- ACRP 1000 *Intro/Auto Collision Repair (4)* - *OR* -
- DFTG 1101 *CAD Fundamentals (4)*

Occupational-Related Elective – Choose 3 Hours
- MSVT 1090 *Motorsports Internship I (4)*
- MSVT 1050 *Fabrication Techniques (6)*
- MSVT 2010 *Engine Design Bldg/Testing (3)*
- MSVT 2020 Race Car Preparation/Testing (3)
- MSVT 2090 *Motorsports Internship II (4)*

Total: 61 Hours

General Education Core Electives
- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 Quant. Skills/Reason *(3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Intro Psychology (3)*
- PSYC 2103 *Human Develop. (3)*
- RELG 1101 *World Religions (3)*
- SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives
- COMP 1000 *Introduction to Computers (3)*
- ENGT 1000 *Intro to Engineering Tech (3)*
- MGMT 1100 *Principles of Management (3)*
- MGMT 1120 *Introduction to Business (3)*
- MKTG 1100 *Principles of Marketing (3)*
- MKTG 1160 *Professional Selling (3)*
- MSVT 2030 *Composites Applications (3)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Motorsports Vehicle Technology
Degree Program
MVT3

Program Description
The Motorsports Vehicle Technology associate degree program prepares students for an entry level position in a racing team shop. Focus is on many forms of racing vehicles including sports cars, stock cars, drag cars, and open wheel cars. Students learn chassis set up, engine designs, brake systems, transmissions, electrical systems, fuel systems, and fabrication skills unique to racing vehicles. Students are also taught precision measurement, math, and communication skills required of racing team members.

Program Specific Information
Students are accepted Fall and Spring Semesters based on course and space availability and selective admission.

Additional Admissions Requirements
A competitive admission process, including competency testing and a copy of current resume, is used to select applicants for the program. Application deadline is approximately five weeks prior to the start of Spring Semester and approximately four weeks prior to the start of fall Semesters. Please contact the Motorsports Program Director to confirm due dates. Applications, transcripts, and test scores must be received prior to these dates.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Motorsports Vehicle Technology

Updated: 4/03/2019
Effective Term: 201516

Diploma Program

MVT2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*
EMPL 1000 *Interpersonal Relations (2)*

MATH 1012 *Foundations of Mathematics (3)* - *OR* -
MCHT 1014 *Machine Tool Math (3)*

Program-Specific Core – Total of 46 Hours

MSVT 1000 *Intro Motorsports/Race Sys (3)*
MSVT 1010 *Electrical Systems (4)*
MSVT 1040 *Gear Box & Final Drives (4)*

MSVT 1030 *Motorsports Welding (3)* - *OR* -
WELD 1000 *Intro Welding Technology (4)*

MSVT 2000 *Motorsports Composites (5)* - *OR* -
MSVT 2005 *Body/Chassis Design/Fabrication (5)*

MCHT 1011 *Intro to Machine Tool (4)* - *OR* -
MSVT 1020 *Motorsports Machine Tool (4)* - *OR* -
ACRP 1000 *Intro/Auto Collision Repair (4)* - *OR* -
DFTG 1101 *CAD Fundamentals (4)*

Occupational-Related Elective – Choose 3 Hours

MSVT 1090 *Motorsports Internship I (4)*
MSVT 1050 *Fabrication Techniques (6)*
MSVT 2010 *Engine Design Bldg/Testing (3)*
MSVT 2020 Race Car Preparation/Testing (3)
MSVT 2090 *Motorsports Internship II (4)*

Occupational-Related Electives

COMP 1000 *Introduction to Computers (3)*
ENGT 1000 *Intro to Engineering Tech (3)*
MGMT 1100 *Principles of Management (3)*
MGMT 1120 *Introduction to Business (3)*
MKTG 1100 *Principles of Marketing (3)*
MKTG 1160 *Professional Selling (3)*
MSVT 2030 *Composites Applications (3)*

Total: 54 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Motorsports Vehicle Technology
Diploma Program
MVT2

Program Description
The Motorsports Vehicle Technology program prepares students for an entry level position in a racing team shop. Focus is on many forms of racing vehicles including sports cars, stock cars, drag cars, and open wheel cars. Students learn chassis set up, engine designs, brake systems, transmissions, electrical systems, fuel systems, and fabrication skills unique to racing vehicles. Students are also taught precision measurement, math, and communication skills required of racing team members.

Program Specific Information
Students are accepted Fall and Spring semesters based on course and space availability and selective admission.

Additional Admissions Requirements
A competitive admission process, including competency testing and a copy of current resume, is used to select applicants for the program. Application deadline is approximately five weeks prior to the start of Spring Semester and approximately four weeks prior to the start of fall Semesters. Please contact the Motorsports Program Director to confirm due dates. Applications, transcripts, and test scores must be received prior to these dates.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Motorsports Engine Builder

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

MEB1

Curriculum

Program-Specific Core – Total of 10 Hours

MSVT 1000 *Intro Motorsports/Race Sys (3)*

MCHT 1011 *Intro to Machine Tool (4)* - *OR* -
MSVT 1020 *Motorsports Machine Tool (4)*

MSVT 2010 *Engine Design Bldg/Testing (3)*

Total: 10 Hours

Program Description

The Motorsports Engine Builder technical certificate of credit prepares students for an entry level or apprenticeship in an engine building, testing, or machining facility. The program deals with assembly and disassembly of components, precision measurement of wear, and assembly procedures involved in blueprinting an engine. The program also covers related lubrication, cooling, and ignition systems and components used on modern racing engines. The course includes engine hook up to an engine dynamometer and proper engine break in and dyno testing.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Motorsports Fabrication Technician

Updated: 4/03/2019
Effective Term: 201516

Certificate Program
MFT1

Curriculum

Program-Specific Core – Total of 21 Hours

MSVT 1000 *Intro Motorsports/Race Sys (3)*

MCHT 1011 *Intro to Machine Tool (4)* - *OR* -
MSVT 1020 *Motorsports Machine Tool (4)* - *OR* -
ACRP 1000 *Intro/Auto Collision Repair (4)*

MSVT 1030 *Motorsports Welding (3)* - *OR* -
WELD 1000 *Intro Welding Technology (4)*

MSVT 1050 *Fabrication Techniques (6)*

MSVT 2000 *Motorsports Composites (5)* - *OR* -
MSVT 2005 *Body/Chassis Design/Fabrication (5)*

Total: 21 Hours

Program Description

The Motorsports Fabrication technical certificate of credit prepares students for an entry level or apprenticeship position in a racing vehicle shop, custom shop, or street rod shop fabricating related parts. The student will learn how to identify types of metals, form various shapes, and identify types of fastening methods for various applications. Students will also learn machining methods as they apply to basic fabrication and the fabrication techniques associated with carbon fiber race cars of the installation methods of fitting body panels to IMCA style stock cars.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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NCCER Advanced Carpentry

Updated: 03/27/19
Effective Term: 202012

Certificate Program

AB71

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

*** NCCER Carpentry Technology Program Projected to begin Fall Semester 2019.***

Program-Specific Core – Total of 18 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)*

Total: 18 Hours

Program Description

The Advanced Carpentry certificate picks up 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 receive an advanced carpentry certificate and have the qualifications of an entry-level finish carpenter.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- **Must be a graduate of the CF21, Carpentry Fundamentals TCC or with Program Advisor Approval**.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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NCCER Carpentry Fundamentals

Updated: 03/27/19
Effective Term: 202012

Certificate Program

CF21

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

*** NCCER Carpentry Technology Program Projected to begin Fall Semester 2019.***

Program-Specific Core – Total of 13 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: 13 Hours

Program Description

The Carpentry Fundamentals certificate 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 receive a carpentry fundamentals certificate and have the qualifications of an entry-level framing carpenter.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

2 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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NCCER Carpentry Technology Diploma

Updated: 3/27/2019
Effective Term: 202012

Diploma Program
CT22

NCCER Carpentry Technology Program Projected to begin Fall Semester 2019.

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 *Fundamentals of English I (3)*

EMPL 1000 *Interpersonal Relations (2) - OR -*
*P*SYC 1010 *Basic Psychology (3)*

MATH 1011 *Business Math (3) - OR -*
MATH 1012 *Foundations of Mathematics (3)*

Program-Specific Core – Total of 31 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)*

Occupational-Related Electives – Choose 3 Hours

Occupational-Related Electives
CARP xxxx Any Carpentry Course
CCMN xxxx Any Construction Course
CMTT xxxx Any Construction Course
COFC xxxx Any Construction Course

Total: 42 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

NCCER Carpentry Technology Diploma

Diploma Program

CT22

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

3 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
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NCCER Carpentry Technology

Updated: 03/27/19
Effective Term: 202012

Certificate Program

CT31

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

*** NCCER Carpentry Technology Program Projected to begin Fall Semester 2019.***

Program-Specific Core – Total of 31 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)*

Occupational-Related Electives – Choose 3 Hours

Occupational-Related Electives

- CARP xxxx Any Carpentry Course
- CCMN xxxx Any Construction Course
- CMTT xxxx Any Construction Course
- COFC xxxx Any Construction Course

Total: 34 Hours

Program Description

The Carpentry Technology certificate program is a sequence of courses that prepares students for careers in the carpentry industry. Topics include all basic carpentry skills necessary for successful employment. Program graduates receive a carpentry technology certificate and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

Program Specific Information

Students are accepted each semester based on course and space availability.

Program Length & Availability

3 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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NCCER Construction Management Technology Degree

Updated: 03/26/2019
Effective Term: 202012

Degree Program
CMT3

NCCER Construction Management Technology Program Projected to begin Fall Semester 2019.

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours
- ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
- POLS 1101 *American Government (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Introductory Psychology (3)*
- SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours
- MATH 1101 *Mathematical Modeling (3)*
- MATH 1103 *Quantitative Skills/Reasoning (3)*
- MATH 1111 *College Algebra (3)*

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 *Intr. to Humanities (3)*
- MUSC 1101 *Music Appreciation (3)*
- RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 23 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)*

Choose a Specialization – Choose 22 Hours

Total: 60 Hours

General Education Core Electives
- ARTS 1101 *Art Appreciation (3)*
- BIOL 1111(L) *Biology I + Lab (4)*
- BIOL 2113(L) *Human A&P I + Lab (4)*
- BIOL 2114(L) *Human A&P II + Lab (4)*
- ECON 1101 *Principles of Economics (3)*
- ECON 2105 *Macroeconomics (3)*
- ECON 2106 *Microeconomics (3)*
- ENGL 1102 *Literature & Comp. (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 *US History I (3)*
- HIST 2112 *US History II (3)*
- HUMN 1101 *Intro to Humanities (3)*
- MATH 1101 *Math Modeling (3)*
- MATH 1103 Quant. Skills/Reason *(3)*
- MATH 1111 *College Algebra (3)*
- MATH 1112 *College Trig (3)*
- MATH 1113 *Precalculus (3)*
- MATH 1127 *Intro to Statistics (3)*
- MATH 1131 *Calculus I (4)*
- MUSC 1101 *Music Apprec. (3)*
- PHYS 1110(L) *Conc. Phys + Lab (4)*
- POLS 1101 *American Govt. (3)*
- POLS 2401 *Global Issues (3)*
- PSYC 1101 *Intro Psychology (3)*
- PSYC 2103 *Human Develop. (3)*
- RELG 1101 *World Religions (3)*
- SOCI 1101 *Intro to Sociology (3)*
- SPAN 1101 *Intro to Spanish (3)*
- SPCH 1101 *Public Speaking (3)*

Residential Specialization
- CARP 1055 *Advanced Carpentry II (4)*
- CMTT 2010 *Residential Estimating Review (3)*
- CMTT 2050 *Residential Code Review (3)*
- CMTT 2130 *Computerized Construction Scheduling (3)*
- Choose 3 hours from the following Drafting courses:
  - CMTT 2020 *Construction Drafting I (3)*
  - DRFT 1101 *CAD Fundamentals (4)*
- Choose 3 hours form the following Legal courses:
  - ACCT 2140 *Legal Environment of Business (3)*
  - CMTT 2170 *Construction Contracting (3)*
- Occupational Elective – Choose 3 hours from any CONST or CARP courses.

Commercial Specialization
- CARP 1056 *Advanced Commercial Carpentry (4)*
- CCMN 1050 *Commercial Building Code (2)*
- CCMN 1060 *Construction Estimating I (4)*
- CMTT 2020 *Construction Drafting I (3)*
- Choose 3 hours form the following Project Management/ Legal courses:
  - ACCT 2140 *Legal Environment of Business (3)*
  - CCMN 2010 *Construction Law (3)*
  - CCMN 2040 *Construction Project Management (4)*
- Occupational Elective – Choose 6 hours from any CMTT, CCMN, COFC or CARP courses.

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NCCER Construction Management Technology Degree

Degree Program

Program Description

The Construction Management Technology degree program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. The program provides background skills in several areas of construction. Supervision courses, print reading, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management Degree. In addition this program will provide students with many hands on carpentry classes so that they get a full understanding of the construction industry.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Associate of Science in Nursing

Updated: 4/03/2019
Effective Term: 202012

Degree Program
AA73

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101 *Composition & Rhetoric (3)*
ENGL 1102 *Literature & Composition (3)*

Area II – Social/Behavioral Sciences – Choose 3 Hours

PSYC 1101 *Introductory Psychology (3)*

Area III – Natural Science/Mathematics – Choose 3 Hours

MATH 1111 *College Algebra (3)*

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)*
RELG 1101 *World Religions (3)*

Program-Specific Core – Total of 50 Hours

BIOL 2113 + BIOL 2113L *Anatomy & Physiology I + Lab (4)*
BIOL 2114 + BIOL 2114L *Anatomy & Physiology II + Lab (4)*
BIOL 2117 + BIOL 2117L *Introductory Microbiology + Lab (4)*
RNSG 1515 *Nursing Pharmacology (4)*
RNSG 1540 *Fundamentals of Nursing (7)*
RNSG 1550 *Medical Surgical Nursing I (7)*
RNSG 1560 *Mental Health Nursing (3)*
RNSG 2510 *Medical Surgical Nursing II (4)*
RNSG 2520 *Maternal-Child Nursing (5)*
RNSG 2550 *Medical Surgical Nursing III/Transition to Practice (8)*

Total: 65 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Associate of Science in Nursing

Degree Program

AA73

Program Description

The two-year Associate of Science in Nursing program is a sequence of courses designed to prepare 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 health care settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitude to practice competently and safely as a beginning nurse generalist in a variety of acute and long-term care settings. The nurse is viewed as a caring, holistic healthcare professional who possesses critical-thinking and problem solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning. Program graduates receive an Associate of Science in Nursing (ASN) degree. Graduates are then eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Program Specific Information

This is a selective admissions program. Students may begin taking their core courses in any semester. Students are accepted into Nursing courses each Fall Semester. See program webpage for specific admissions details. All core and biology courses must be completed with a grade of "C" or better.

Program Length & Availability

6 Semesters

Campus Availability: Forsyth

Selective Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.
- Test of Essential Academic Skills (TEAS) composite test score of 70 or higher.
- Overall GPA of 3.0 or higher.
- Completion of all general education core and biology coursework (27 credit hours).
- American Heart Association Basic Life Support Certification for Healthcare Professionals.
- Attendance at a program information session.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Nurse Aide

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

CN21

Curriculum

Program-Specific Core – Total of 13 Hours

ALHS 1040 *Introduction to Healthcare (3)**
ALHS 1060 *Diet & Nutrition for ALHS (2)**
ALHS 1090 *Medical Terminology (2)**
NAST 1100 *Nurse Aid Fundamentals (6)**

Total: 13 Hours

* A minimum grade of C is required in all courses for this program.

Program Description

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

Program Specific Information

Students are accepted each semester based on space and course availability.
All ALHS courses must be taken prior to taking NAST 1100.
Students must complete ALL COURSES with a grade of C or higher in order to graduate.
NNAAP test *must* be taken within one year of program completion.
Please be advised that though a student may complete Nurse Aide coursework while under the age of 18, many employers require individuals to be at least 18 for employment.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Practical Nursing

Diploma Program

PN12

Updated: 4/3/2019
Effective Term: 201914

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 48 Hours

ALHS 1011 *Structure/Function-Human Body (5)*
ALHS 1090 *Medical Terminology (2)*
PNSG 2010 *Intro Pharm/Clinical Calc (2)*
PNSG 2030 *Nursing Fundamentals (6)*
PNSG 2035 *Nursing Fundamentals Clinical (2)*
PNSG 2210 *Medical Surgical Nursing I (4)*
PNSG 2220 *Medical Surgical Nursing II (4)*
PNSG 2230 *Medical Surgical Nursing III (4)*
PNSG 2240 *Medical Surgical Nursing IV (4)*
PNSG 2310 *Med/Surg Nursing Clinical I (2)*
PNSG 2320 *Med/Surg Nursing Clinical II (2)*
PNSG 2330 *Med/Surg Nursing Clinical III (2)*
PNSG 2340 *Med/Surg Nursing Clinical IV (2)*
PNSG 2250 *Maternity Nursing (3)*
PNSG 2255 *Maternity Nursing Clinical (1)*
PNSG 2410 *Nursing Leadership (1)*
PNSG 2415 *Nursing Leadership Clinical (2)*

Total: 57 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Practical Nursing
Diploma Program
PN12

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

Program Specific Information
See program webpage for specific entrance dates for the Oakwood and Forsyth Campuses.

Additional Admissions Requirements
A competitive admission process is used to select students for the program. Requirements include: successful completion of core courses, TEAS testing, CPR certification, and First Aid certification through the American Heart Associate or American Red Cross.

Program Length & Availability
5 Semesters
Campus Availability: Hall, Forsyth

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Advanced Emergency Medical Technician

Updated: 4/3/2019
Effective Term: 201516

Certificate Program

EMH1

Curriculum

Program-Specific Core – Total of 10 Hours

EMSP 1510 *Advanced Concepts/AEMT (3)*
EMSP 1520 *Advanced Patient Care/AEMT (3)*
EMSP 1530 *Clinical Applications/AEMT (1)*
EMSP 1540 *Clinical/Practical Apps/AEMT (3)*

Total: 10 Hours

Program Description

The Advanced Emergency Medical Technician technical certificate of credit covers both the U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum and the 1994 Emergency Medical Technician-Basic Curriculum. The Advanced EMT Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians Advanced EMT/85 certification examination and receive Georgia licensure as an Advanced EMT.

Program Specific Information

See Program Webpage for specific program entrance requirements. EMSP courses begin Fall Semester. Contact Program Advisor for specifics.

Licensure Information

Upon successful completion of the AEMT technical certificate of credit, students may be able to sit for the National Registry of Emergency Medical Technicians (NREMT) AEMT certification examination. http://www.nremt.org/

After successful completion of the NREMT examination for AEMT, students may apply for Georgia state licensure through the State Office of Emergency Medical Services and Trauma (SOEMST). http://ems.ga.gov/

Program Length & Availability

1 Semester
Campus Availability: Hall, Forsyth

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Paramedicine

Updated: 4/03/2019
Effective Term: 201616

Degree Program

PT13

Curriculum

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

BIOL 1111(L) *Biology I + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (3)*
ENGL 2130 *American Literature (3)*
HIST 1111 *World History I (3)*
HIST 1112 *World History II (3)*
HIST 2111 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 Quant. Skills/Reason *(3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 52 Hours

BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
EMSP 2110 *Foundations of Paramedicine (3)*
EMSP 2120 *Apps of Pathophysiology (3)*
EMSP 2130 *Adv. Resuscitative Skills (3)*
EMSP 2140 *Adv. Cardiovascular Concepts (4)*
EMSP 2310 *Therapeutic Mods/Cardio Care (3)*
EMSP 2320 *Therapeutic Mods/Med Care (5)*
EMSP 2330 *Therapeutic Mods/Trauma (4)*
EMSP 2340 *Therapeutic Mods/SPOPS (4)*
EMSP 2510 *Clinical Apps/Paramedic I (2)*
EMSP 2520 *Clinical Apps/Paramedic II (2)*
EMSP 2530 *Clinical Apps/Paramedic III (2)*
EMSP 2540 *Clinical Apps/Paramedic IV (1)*
EMSP 2550 *Clinical Apps/Paramedic V (1)*
EMSP 2560 *Clinical Apps/Paramedic VI (1)*
EMSP 2570 *Clinical Apps/Paramedic VII (1)*
EMSP 2710 *Field Internship/Paramedic (2)*
EMSP 2720 *Practical Apps Paramedic (3)*

Total: 67 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Paramedicine
Degree Program
PT13

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

Program Specific Information
Students are accepted each semester in order to take general core courses. Occupational courses begin on a rotating schedule. Contact Program Advisor for specifics.

Additional Admissions Requirements
See Program Webpage for specific program entrance requirements.
Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. The cost is approximately $50.

Program Length & Availability
5 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Paramedicine

Diploma Program

PT12

Updated: 4/03/2019
Effective Term: 201516

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 49 Hours

ALHS 1011 *Structure/Function-Human Body (5)*
EMSP 2110 *Foundations of Paramedicine (3)*
EMSP 2120 *Apps of Pathophysiology (3)*
EMSP 2130 *Adv. Resuscitative Skills (3)*
EMSP 2140 *Adv. Cardiovascular Concepts (4)*
EMSP 2310 *Therapeutic Mods/Cardio Care (3)*
EMSP 2320 *Therapeutic Mods/Med Care (5)*
EMSP 2330 *Therapeutic Mods/Trauma (4)*
EMSP 2340 *Therapeutic Mods/SPOPS (4)*
EMSP 2510 *Clinical Apps/Paramedic I (2)*
EMSP 2520 *Clinical Apps/Paramedic II (2)*
EMSP 2530 *Clinical Apps/Paramedic III (2)*
EMSP 2540 *Clinical Apps/Paramedic IV (1)*
EMSP 2550 *Clinical Apps/Paramedic V (1)*
EMSP 2560 *Clinical Apps/Paramedic VI (1)*
EMSP 2570 *Clinical Apps/Paramedic VII (1)*
EMSP 2710 *Field Internship/Paramedic (2)*
EMSP 2720 *Practical Apps Paramedic (3)*

Total: 58 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Paramedicine
Diploma Program
PT12

Program Description

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

Program Specific Information

Students are accepted each semester based on course and space availability for core courses. EMSP 2110 must be taken prior to other EMSP courses. It is highly recommended that all core courses be completed prior to beginning EMSP courses. Occupational courses begin each 5th semester. Contact Program Advisor for specifics.

Additional Admissions Requirements

See Program Webpage for specific program entrance requirements.
Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. The cost is approximately $50.

Program Length & Availability

5 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant, and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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EMS Professions

Updated: 4/03/2019
Effective Term: 201614

Diploma Program

EP12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 33 Hours

ALHS 1011 *Structure/Function-Human Body (5)*
ALHS 1090 *Medical Terminology (2)*
EMSP 1110 *Intro EMT Profession (3)*
EMSP 1120 *EMT Assessment/Airway Mgmt (3)*
EMSP 1130 *Medical Emergencies/EMT (3)*
EMSP 1140 *Special Patient Populations (3)*
EMSP 1150 *Shock/Trauma for EMT (3)*
EMSP 1160 *Clinical/Practical Apps/EMT (1)*
EMSP 1510 *Advanced Concepts/AEMT (3)*
EMSP 1520 *Advanced Patient Care/AEMT (3)*
EMSP 1530 *Clinical Applications/AEMT (1)*
EMSP 1540 *Clinical/Practical Apps/AEMT (3)*

Total: 42 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

EMS Professions
Diploma Program
EP12

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

Program Specific Information
Students are accepted during Fall & Spring Semesters. Once students complete this diploma, they will have also earned the Emergency Medical Technician and Advanced Emergency Medical Technician certificates.

Additional Admissions Requirements
See Program Webpage for specific program entrance requirements.
Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately $50.

Program Length & Availability
4 Semesters
Campus Availability: Hall, Forsyth

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Emergency Medical Technician

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

EMJ1

Curriculum

Program-Specific Core – Total of 16 Hours

EMSP 1110 *Intro EMT Profession (3)*
EMSP 1120 *EMT Assessment/Airway Mgmt (3)*
EMSP 1130 *Medical Emergencies/EMT (3)*
EMSP 1140 *Special Patient Populations (3)*
EMSP 1150 *Shock/Trauma for EMT (3)*
EMSP 1160 *Clinical/Practical Apps/EMT (1)*

Total: 16 Hours

Program Description

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

Program Specific Information

See Program Webpage for specific program entrance requirements. EMSP courses begin Spring Semester. Contact Program Advisor for specifics.

Licensure Information

Upon successful completion of the EMT technical certificate of credit, students may be able to sit for the National Registry of Emergency Medical Technicians (NREMT) EMT certification examination. http://www.nremt.org/

After successful completion of the NREMT examination for EMT, students may apply for Georgia state licensure through the State Office of Emergency Medical Services and Trauma (SOEMST). http://ems.ga.gov/

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Pharmacy Assistant

Updated: 4/03/2019
Effective Term: 201516

Certificate Program

PB71

Curriculum

Program-Specific Core – Total of 35 Hours

ALHS 1090 *Medical Terminology (2)*
ALHS 1011 *Structure/Function-Human Body (5)*
COMP 1000 *Introduction to Computers (3)*
MATH 1012 *Foundations of Mathematics (3)*
PHAR 1000 *Pharmaceutical Calculations (4)*
PHAR 1010 *Pharmacy Tech Fundamentals (5)*
PHAR 1020 *Principles of Dispensing Meds (4)*
PHAR 1040 *Pharmacology (4)*
PHAR 1055 *Pharmacy Asst Practicum (5)*

Total: 35 Hours

Program Description

The Pharmacy Assistant Technical Certificate of Credit (TCC) is designed to provide students with short term training to prepare them for entry level employment in a variety of settings such as hospitals, retail pharmacies, nursing homes, medical clinics, etc. Students will receive didactic instruction and laboratory training in anatomy and physiology, fundamental concepts and principles of receiving, storing and dispensing medication.

Program Specific Information

Students are accepted each semester based on space and course availability.

Additional Requirements:

Pharmacy students are required to wear scrubs during the pharmacy classes and practicum. See instructor for details.

Program Length & Availability

3 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Pharmacy Technology

Updated: 4/03/2019
Effective Term: 201516

Diploma Program

PT22

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*
PYSC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 47 Hours

ALHS 1090 *Medical Terminology (2)*
ALHS 1011 *Structure/Function-Human Body (5)*
ALHS 1040 *Introduction to Healthcare (3)*
COMP 1000 *Introduction to Computers (3)*
PHAR 1000 *Pharmaceutical Calculations (4)*
PHAR 1010 *Pharmacy Tech Fundamentals (5)*
PHAR 1020 *Principles of Dispensing Meds (4)*
PHAR 1030 *Principles/Sterile Meds Prep (4)*
PHAR 1040 *Pharmacology (4)*
PHAR 1050 *Pharmacy Tech Practicum (5)*
PHAR 2060 *Adv. Pharmacy Tech Principles (3)*
PHAR 2070 *Adv. Pharmacy Tech Practicum (5)*

Total: 56 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Pharmacy Technology
Diploma Program
PT22

Program Description
The Pharmacy Technology diploma is designed to enable the student to acquire the knowledge, skills, and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

Program Specific Information
Students are accepted each semester based on course and space availability.
Students must complete ALL OCCUPATIONAL courses (ALHS, COMP, PHAR) with a grade of C or higher in order to graduate.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Phlebotomy Technician

Updated: 04/03/2019
Effective Term: 201814

Certificate Program

PT21

Curriculum

Program-Specific Core – Total of 24 Hours

ENGL 1010 *Fundamentals of English I (3)*
COMP 1000 *Introduction to Computers (3)*
ALHS 1011 *Structure/Function Human Body (5)*
ALHS 1040 *Introduction to Healthcare (3)*
ALHS 1090 *Medical Terminology (2)*
PHLT 1030 *Introduction to Venipuncture (3)**
PHLT 1050 *Clinical Practice (5)**

Total: 24 Hours

*All PHLT courses must be completed with a grade of C or better.

Program Description

The Phlebotomy Technician technical certificate of credit educates students to collect 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.

Program Specific Information

Students are accepted Fall Semester on the Oakwood Campus and Summer Semester on the Forsyth Campus based on course and space availability. Students must complete all PHLT coursework with a grade of C or better.

Additional Program Information

The phlebotomy program course PHLT 1050 involves an internship that is external to Lanier Technical College. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility and supply any required health screenings. Student will incur all costs.

Program Length & Availability

2 Semesters
Campus Availability: Hall, Dawson, Forsyth

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Physical Therapist Assistant

Updated: 4/03/2019
Effective Term: 201516

Degree Program

PTA3

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 27 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 6 Hours

PSYC 1101 *Introductory Psychology (3)*
PSYC 2103 *Human Development (3)*

Area III – Mathematics – Choose 3 Hours

MATH 1111 *College Algebra (3)*

Area III – Natural Sciences – Choose 12 Hours

BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
PHYS 1110(L) *Conceptual Physics + Lab (4)*

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)*
RELG 1101 *World Religions (3)*

Program-Specific Core – Total of 49 Hours

PHTA 1110 *Intro to Physical Therapy (2)*
PHTA 1120 *Patient Care Skills (3)*
PHTA 1130 *Functional Anatomy/Kinesiology (3)*
PHTA 1140 *Physical Therapy Procedures (4)*
PHTA 2110 *Pathology (4)*
PHTA 2120 *Rehabilitation (3)*
PHTA 2130 *Physical Therapy Procedures II (4)*
PHTA 2140 *Clinical Education (4)*
PHTA 2150 *Pathology II (4)*
PHTA 2160 *Rehabilitation II (3)*
PHTA 2170 *Kinesiology II (3)*
PHTA 2180 *Clinical Education II (4)*
PHTA 2190 *Clinical Education III (7)*
PHTA 2200 *Phys Therapist Asst Seminar (1)*

Total: 76 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Physical Therapist Assistant

Degree Program

PTA3

Program Description

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 patient 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 47 other states require PTAs to gain licensure prior to obtaining employment. Upon completion of degree requirements, program graduates receive a Physical Therapist Assistant Associate of Applied Science Degree and are eligible to sit for the licensure exam to become a licensed Physical Therapist Assistant.

Program Specific Information

Students are accepted Spring semester.

Additional Admissions Requirements

See Program Webpage for specific program entrance requirements. Students begin in the Healthcare Science technical certificate of credit until program pre-requisites are met.

Accreditation Information

Effective April 30th 2014, Lanier Technical College's Physical Therapist Assistant Program has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Program Length & Availability

5 Semesters
Campus Availability: Forsyth

Admissions Requirements

- Must be 18 years of age.
- High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Basic Machinist

Certificate Program

BM31

Updated: 04/04/2019
Effective Term: 201912

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Program-Specific Core – Total of 10 Hours

MATH 1012 *Foundations of Mathematics (3)*
MCHT 1011 *Intro to Machine Tool (4)*
MCHT 1012 *Print Reading for Machine Tool (3)*

Total: 10 Hours

Program Description

The Basic Machinist certificate program prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading for machine tool applications.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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CNC & Machine Tool Technology

Updated: 04/04/2019
Effective Term: 201912

Diploma Program

CAM2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- MATH 1012 *Foundations of Mathematics (3)*
- EMPL 1000 *Interpersonal Relations (2)*

Program-Specific Core – Total of 48 Hours

- MCHT 1011 *Intro to Machine Tool (4)*
- MCHT 1012 *Print Reading for Machine Tool (3)*
- MCHT 1020 *Heat Treatment/Surface Grind (4)*
- MCHT 1120 *Mill Operations I (4)*
- AMCA 2110 *CNC Fundamentals (4)*
- AMCA 2130 *CNC Mill Manual Programming (5)*
- AMCA 2150 *CNC Lathe Manual Programming (5)*
- AMCA 2190 *CAD/CAM Programming (4)*
- MCHT 1119 *Lathe 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)* / MATH 1015 *Geometry & Trigonometry (3)* } *BOTH*

Occupational-Related Elective – Choose 3 Hours

Occupational-Related Electives

- Any AMCA Course not required in program
- Any MCHT Course not required in program
- COMP 1000 *Introduction to Computers (3)*
- ACCT 1100 Financial Accounting I (4)
- DFTG 1101 *CAD Fundamentals (4)*
- IDSY 1130 *Industrial Wiring (4)*
- MGMT 1100 *Principles of Management (3)*
- MKTG 1100 *Principles of Marketing (3)*
- WELD 1000 *Intro to Welding Technology (4)*

Total: 59 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

CNC & Machine Tool Technology

Diploma Program

CAM2

Program Description

The CNC and Machine Tool Technology Diploma program is a sequence of courses that prepares students for careers in the CNC and 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 CNC and machine tool theory and practical application necessary for successful employment.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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CNC Specialist

Updated: 04/04/2019
Effective Term: 201912

Certificate Program

CS51

Curriculum

Program-Specific Core – Total of 22 Hours

AMCA 2110 *CNC Fundamentals (4)*
AMCA 2130 *CNC Mill Manual Programming (5)*
AMCA 2150 *CNC Lathe Manual Programming (5)*
AMCA 2170 *CNC Practical Applications (4)*
AMCA 2190 *CAD/CAM Prog*ramming (4)

Total: 22 Hours

Program Description

The CNC Specialist 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Additional Entrance Requirements

Students must have completed the Precision Machining & Manufacturing degree or diploma program or have three to five years documented experience at the machinist level.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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CNC Technology

Diploma Program

CT12

Updated: 04/04/2019
Effective Term: 201912

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- MATH 1012 *Foundations of Mathematics (3)*
- EMPL 1000 *Interpersonal Relations (2)*

Program-Specific Core – Total of 40 Hours

- MCHT 1011 *Intro to Machine Tool (4)*
- MCHT 1012 *Print Reading for Machine Tool (3)*
- MCHT 1020 *Heat Treatment/Surface Grind (4)*
- MCHT 1119 *Lathe Operations I (4)*
- MCHT 1120 *Mill Operations I (4)*
- AMCA 2110 *CNC Fundamentals (4)*
- AMCA 2130 *CNC Mill Manual Programming (5)*
- AMCA 2150 *CNC Lathe Manual Programming (5)*
- AMCA 2190 *CAD/CAM Programming (4)*

- MCHT 1013 *Machine Tool Math (3)* - *OR* -
- { MATH 1013 *Algebraic Concepts (3)* / MATH 1015 *Geometry & Trigonometry (3)* } *BOTH*

Occupational-Related Elective – Choose 6 Hours

Total: 54 Hours

Occupational-Related Electives

- Any AMCA Course not required in program
- Any MCHT Course not required in program
- COMP 1000 *Introduction to Computers (3)*
- ACCT 1100 Financial Accounting I (4)
- DFTG 1101 *CAD Fundamentals (4)*
- IDSY 1130 *Industrial Wiring (4)*
- MGMT 1100 *Principles of Management (3)*
- MKTG 1100 *Principles of Marketing (3)*
- WELD 1000 *Intro to Welding Technology (4)*

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

CNC Technology
Diploma Program
CT12

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

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
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Precision Machining & Manufacturing

Updated: 04/04/2019
Effective Term: 201912

Degree Program

MT13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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 *Intr. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

Program-Specific Core – Total of 48 Hours

MCHT 1011 *Intro to Machine Tool (4)*
MCHT 1012 *Print Reading for Machine Tool (3)*
MCHT 1020 *Heat Treatment/Surface Grind (4)*

MCHT 1013 *Machine Tool Math (3)* - *OR* -
{ MATH 1013 *Algebraic Concepts (3)*
MATH 1015 *Geometry & Trigonometry (3)* } *BOTH*

MCHT 1119 *Lathe Operations I (4)*
MCHT 1120 *Mill Operations I (4)*
MCHT 1219 *Lathe Operations II (4)*
MCHT 1220 *Mill Operations II (4)*
AMCA 2110 *CNC Fundamentals (4)*
AMCA 2130 *CNC Mill Manual Programming (5)*
AMCA 2150 *CNC Lathe Manual Programming (5)*
AMCA 2190 *CAD/CAM Programming (4)*

Occupational-Related Elective – Choose 3 Hours

Total: 66 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 Quant. Skills/Reason *(3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives

Any AMCA Course not required in program
Any MCHT Course not required in program
COMP 1000 *Introduction to Computers (3)*
ACCT 1100 Financial Accounting I (4)
DFTG 1101 *CAD Fundamentals (4)*
IDSY 1130 *Industrial Wiring (4)*
MGMT 1100 *Principles of Management (3)*
MKTG 1100 *Principles of Marketing (3)*
WELD 1000 *Intro to Welding Technology (4)*

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Precision Machining & Manufacturing

Degree Program

MT13

Program Description

The Precision Machining & Manufacturing Degree program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining & Manufacturing Associate of Applied Science Degree and have the qualification of a machine tool technician.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
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Precision Machining & Manufacturing

Updated: 04/04/2019
Effective Term: 201912

Diploma Program

MTT2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- MATH 1012 *Foundations of Mathematics (3)*
- EMPL 1000 *Interpersonal Relations (2)*

Program-Specific Core – Total of 34 Hours

- MCHT 1011 *Intro to Machine Tool (4)*
- MCHT 1012 *Print Reading for Machine Tool (3)*
- MCHT 1020 *Heat Treatment/Surface Grind (4)*
- MCHT 1119 *Lathe Operations I (4)*
- MCHT 1120 *Mill Operations I (4)*
- AMCA 2110 *CNC Fundamentals (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)* } *BOTH*
- MATH 1015 *Geometry & Trigonometry (3)* }

Occupational-Related Elective – Choose 6 Hours

Occupational-Related Electives

- Any AMCA Course not required in program
- Any MCHT Course not required in program
- COMP 1000 *Introduction to Computers (3)*
- ACCT 1100 Financial Accounting I (4)
- DFTG 1101 *CAD Fundamentals (4)*
- IDSY 1130 *Industrial Wiring (4)*
- MGMT 1100 *Principles of Management (3)*
- MKTG 1100 *Principles of Marketing (3)*
- WELD 1000 *Intro to Welding Technology (4)*

Total: 48 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Precision Machining & Manufacturing

Diploma Program

MTT2

Program Description

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

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

4 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Lathe Operator

Updated: 04/04/2019
Effective Term: 201912

Certificate Program

LP11

Curriculum

Program-Specific Core – Total of 15 Hours

MCHT 1011 *Intro 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: 15 Hours

Program Description

The Lathe Operator technical certificate of credit prepares students in use and set up of lathes and about 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.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Mill Operator

Updated: 04/04/2019
Effective Term: 201912

Certificate Program
MP11

Curriculum

Program-Specific Core – Total of 15 Hours

MCHT 1011 *Intro 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: 15 Hours

Program Description
The Mill Operator 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.

Program Specific Information
Students are accepted every semester based on course and space availability.

Program Length & Availability
1 Semester
Campus Availability: Hall

Admissions Requirements
• Must be 16 years of age.
• High school diploma or GED is required prior to admission.
(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
• ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Radiologic Technology

Updated: 3/27/2019
Effective Term: 201616

Degree Program

RT23

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

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

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 *Intro. to Humanities (3)*
MUSC 1101 *Music Appreciation (3)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 Art *Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 *Quant. Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 62 Hours

BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ALHS 1090 *Medical Terminology (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/Rad Bio/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: 77 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Radiologic Technology
Degree Program
RT23

Program Description
The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiologic 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 a Radiologic Technology Associate of Applied Science degree and are eligible to sit for the national certification exam to become a registered radiologic technologist. The exam is administered by the American Registry of Radiologic Technologist.

Program Specific Information
See program webpage for admission dates and specific program entrance requirements.

Additional Admissions Requirements
A competitive admission process, including the TEAS test and successful completion of core courses, is used to select students for the program.

Accreditation
The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Dr., Suite 2850, Chicago, Illinois 60606-3182, Phone (312) 704-5300. www.jrcert.org mail@jrcert.org)

Program Length & Availability
6 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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www.laniertech.edu

Central Sterile Supply Processing Technician

Updated: 3/27/2019
Effective Term: 202014

Certificate Program
CS91

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

*** Central Sterile Supply Processing Technician Program Projected to begin Spring Semester 2020.***

Program-Specific Core – Total of 18 Hours

ALHS 1090 *Medical Terminology for Allied Health Sciences (2)*
CSSP 1010 *Central Sterile Supply Processing Technician (5)*
CSSP 1020 *Central Sterile Supply Processing Technician Practicum I (6)*
CSSP 1022 *Central Sterile Supply Processing Technician Practicum II (5)*

Select one of the following Courses – Total of 2 Hours

EMPL 1000 *Interpersonal Relationships and Professional Development (2)*
or PSYC *1010 Basic Psychology (3)*

Total: 20 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Program Description
The Central Sterile Supply Processing Technician Technical Certificate of Credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities. Together with practical experiences provide students with the preparation necessary to be eligible to sit for the International Association of Healthcare Central Service Material Management (IAHCSMM) certification exam.

Program Specific Information
See program webpage for admission dates and specific program entrance requirements.

Additional Admissions Requirements
Admission will be based on successful completion of core courses and availability up to a maximum class size of 8.

Accreditation
The Surgical Technology program at Lanier Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL 33756. 727-210-2350

Program Length & Availability
Program length is 1 Semester.
A new class will be started every other semester beginning with the Spring 2020 class
Campus Availability: Hall

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- Students will be required to successfully pass criminal background checks and drugs screen analysis before placement in clinical settings.
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Surgical Technology

Degree Program

ST13

Updated: 3/27/2019
Effective Term: 201616

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quant. Skills/Reasoning (3)*
MATH 1111 *College Algebra (3)*

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)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 3 Hours

General Education Core Electives

ARTS 1101 Art *Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (3)*
ENGL 1102 *Literature & Comp. (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 *US History I (3)*
HIST 2112 *US History II (3)*
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)*
MATH 1103 Quant. Skills/Reason *(3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trig (3)*
MATH 1113 *Precalculus (3)*
MATH 1127 *Intro to Statistics (3)*
MATH 1131 *Calculus I (4)*
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Intro Psychology (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Program-Specific Core – Total of 55 Hours

ALHS 1090 *Medical Terminology (2)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
BIOL 2117(L) Introductory Microbiology + Lab (4)
SURG 1010 *Intro to Surgical Technology (8)*
SURG 1080 *Surgical Microbiology (2)*
SURG 2110 *Surgical Tech Clinical I (3)*
SURG 1020 *Principles of Surgical Technology (7)*
SURG 1100 *Surgical Pharmacology (2)*
SURG 2030 *Surgical Procedures I (4)*
SURG 2120 *Surgical Tech Clinical II (3)*
SURG 2040 *Surgical Procedures II (4)*
SURG 2130 *Surgical Tech Clinical III (3)*
SURG 2140 *Surgical Tech Clinical IV (3)*
SURG 2240 *Seminar in Surgical Technology (2)*

Total: 70 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Surgical Technology
Degree Program
ST13

Program Description
The Surgical Technology degree program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology degree 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).

Program Specific Information
See program webpage for admission dates and specific program entrance requirements.

Additional Admissions Requirements
A competitive admission process, including the TEAS entrance exam and successful completion of core courses, is used to select students for the program. Also required for graduation are a specific number of clinical scrub cases. See program webpage for detailed information.

Accreditation
The Surgical Technology program at Lanier Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL 33756. 727-210-2350.

Program Length & Availability
6 Semesters
Campus Availability: Hall

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Surgical Technology

Updated: 5/06/2015
Effective Term: 201516

Diploma Program

ST12

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 9 Hours

ENGL 1010 *Fundamentals of English I (3)*
MATH 1012 *Foundations of Mathematics (3)*
PSYC 1010 *Basic Psychology (3)*

Program-Specific Core – Total of 48 Hours

ALHS 1011 *Structure/Function-Human Body (5)*
ALHS 1090 *Medical Terminology (2)*
SURG 1010 *Intro to Surgical Technology (8)*
SURG 1080 *Surgical Microbiology (2)*
SURG 2110 *Surgical Tech Clinical I (3)*
SURG 1020 *Principles of Surgical Technology (7)*
SURG 1100 *Surgical Pharmacology (2)*
SURG 2030 *Surgical Procedures I (4)*
SURG 2120 *Surgical Tech Clinical II (3)*
SURG 2040 *Surgical Procedures II (4)*
SURG 2130 *Surgical Tech Clinical III (3)*
SURG 2140 *Surgical Tech Clinical IV (3)*
SURG 2240 *Seminar in Surgical Technology (2)*

Total: 57 Hours

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Surgical Technology
Diploma Program
ST12

Program Description
The Surgical Technology diploma prepares students for employment in a variety of positions in the surgical field. The Surgical Technology diploma 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 diploma 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).

Program Specific Information
See program webpage for admission dates and specific program entrance requirements.

Additional Admissions Requirements
A competitive admission process, including the TEAS entrance exam and successful completion of core courses, is used to select students for the program. Also required for graduation are a specific number of clinical scrub cases. See program webpage for detailed information.

Accreditation
The Surgical Technology program at Lanier Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL 33756. 727-210-2350.

Program Length & Availability
5 Semesters
Campus Availability: Oakwood

Admissions Requirements
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Technical Specialist

Certificate Program

TC31

Updated: 4/04/2019
Effective Term: 201614

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 27 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101 *Composition & Rhetoric (3)*
ENGL 1102 *Literature & Comp. (3)*

Area II – Social/Behavioral Sciences – Choose 6 Hours

PSYC 1101 *Introductory Psychology (3) *Required*

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)*
SOCI 1101 *Intro to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling (3)*
MATH 1103 *Quantitative Skills & Reasoning (3)*
MATH 1111 *College Algebra (3)*
MATH 1112 *College Trigonometry (3)*
MATH 1113 *Precalculus (3)*

Area IV – Humanities/Fine Arts – Choose 6 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)*
RELG 1101 *World Religions (3)*

General Education Core Elective – Choose 6 Hours

Occupational Courses

Occupational-Related Electives – Choose 9 Hours

Total: 36 Hours

General Education Core Electives

ARTS 1101 *Art Appreciation (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)*
BIOL 2114(L) *Human A&P II + Lab (4)*
ECON 1101 *Principles of Economics (3)*
ECON 2105 *Macroeconomics (3)*
ECON 2106 *Microeconomics (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 *US History I (3)**
HIST 2112 *US History II (3)**
HUMN 1101 *Intro to Humanities (3)*
MATH 1101 *Math Modeling (3)**
MATH 1103 *Quan. Skills/Reason (3)*
MATH 1111 *College Algebra (3)**
MATH 1112 *College Trig (3)**
MATH 1113 *Precalculus (3)**
MATH 1127 *Intro to Statistics (3)**
MATH 1131 *Calculus I (4)**
MUSC 1101 *Music Apprec. (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
POLS 1101 *American Govt. (3)**
POLS 2401 *Global Issues (3)*
PSYC 2103 *Human Develop. (3)*
RELG 1101 *World Religions (3)*
SOCI 1101 *Intro to Sociology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

Occupational-Related Electives

ACCT 1100 *Financial Accounting I (4)*
ACCT 1105 *Financial Accounting II (4)*
ACCT 2000 *Managerial Accounting (3)*
BIOL 1111(L) *Biology I + Lab (4)*
BIOL 2113(L) *Human A&P I + Lab (4)**
BIOL 2114(L) *Human A&P II + Lab (4)**
BIOL 2117(L) Intro Microbiology + Lab (4)*
BUSN 1180 *Computer Graphics/Design (3)*
BUSN 1190 *Digital Technologies (2)*
BUSN 1410 *Spreadsheet Concepts/Apps (4)*
BUSN 1420 *Database Applications (4)*
BUSN 2160 *Electronic Mail Apps (2)*
CHEM 1151 *Survey/Inorg Chem + Lab (4)**
CHEM 1152 *Survey/Org/Biochem + Lab (4)**
CHEM 1211 *Chemistry I + Lab (4)**
CHEM 1212 Chemistry II + Lab (4)*
CIST 1001 *Computer Concepts (4)*
CIST 1130 *Op. Sys. Concepts (3)*
CIST 1305 *Prog. Design/Devt (3)*
CRJU 1010 *Intro to Crim Justice (3)*
CRJU 1030 *Corrections (3)*
CRJU 1040 *Prin. of Law Enforc. (3)*
ECCE 1101 *Intro/Early Childhood (3)*
ECCE 1103 *Child Growth & Dev (3)*
ECCE 1105 *Health Safety/Nutrit. (3)*
MATH 1127 *Intro to Statistics (3)**
MGMT 1100 *Principles of Mgmt (3)*
MGMT 1105 *Org. Behavior (3)*
MGMT 1120 *Intro to Business (3)*
PHYS 1110(L) *Conc. Phys + Lab (4)*
PSYC 2103 Human Develop. *(3)*
PSYC 2250 *Abnormal Psychology (3)*
SPAN 1101 *Intro to Spanish (3)*
SPCH 1101 *Public Speaking (3)*

*Courses marked with an * are suggested courses for articulation to the University of North Georgia.

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

Technical Specialist
Certificate Program
TC31

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

Program Specific Information
Students are accepted each semester based on course and space availability.
Courses marked with an * on the previous page are suggested courses for articulation to the University of North Georgia.

Program Length & Availability
3 Semesters
Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson, Online

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Hope Grant. It is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid. Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Advanced Shielded Metal Arc Welder

Updated: 4/04/2019
Effective Term: 201516

Certificate Program

OSM1

Curriculum

Program-Specific Core – Total of 12 Hours

WELD 1050 *Horizontal Shielded Metal Arc Weld (4)*
WELD 1060 *Vertical Shielded Metal Arc Weld (4)*
WELD 1070 *Overhead Shielded Metal Arc Weld (4)*

Total: 12 Hours

Program Description

The Advanced Shielded Metal Arc Welder technical certificate of credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Program Specific Information

Students are accepted each semester based on space and course availability.

Additional Admissions Requirement

A candidate must have completed the Basic Shielded Metal Arc Welder technical certificate of credit.

Program Length & Availability

1 Semester
Campus Availability: Hall, Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Basic Metal Fabricator

Updated: 4/04/2019
Effective Term: 201716

Certificate Program

BM21

Curriculum

Program-Specific Core – Total of 11 Hours

MCHT 1011 *Intro to Machine Tool (4)*
WELD 1000 *Intro to Welding Technology (4)*

WELD 1151 *Fabrication Process (3) - OR -*
MSVT 1050 *Fabrication Techniques (6)*

Total: 11 Hours

Program Description

The Basic Metal Fabrication technical certificate of credit is a sequence of courses designed to meet the needs of the student who is interested in attaining entry-level knowledge and skills necessary to work in the welding and fabrication field. The program also provides the student with an avenue to pursue opportunities in other areas of the industry including self-employment. The program emphasizes a combination of welding, work ethics, and practical application necessary for successful employment.

Program Specific Information

Students are accepted each semester based on space and course availability.

Program Length & Availability

2 Semesters
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

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Basic Shielded Metal Arc Welder

Updated: 4/04/2019
Effective Term: 201716

Certificate Program

FS31

Curriculum

Program-Specific Core – Total of 12 Hours

WELD 1000 *Intro to Welding Technology (4)*
WELD 1010 *Oxyfuel Cutting (4)*
WELD 1040 *Flat Shielded Metal Arc Weld (4)*

Total: 12 Hours

Program Description

The Basic Shielded Metal Arc Welder technical certificate of credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Program Specific Information

Students are accepted each semester based on space and course availability.

Program Length & Availability

1 Semester
Campus Availability: Hall, Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

For more information about our graduation rates, the median debt of students who complete programs, and other important information please visit our website: http://www.laniertech.edu/GE.aspx.

LANIER Technical College

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www.laniertech.edu

Welding and Joining Technology

Updated: 04/04/2019
Effective Term: 201716

Diploma Program

WAJ2

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Basic Skills – Total of 8 Hours

- ENGL 1010 *Fundamentals of English I (3)*
- MATH 1012 *Foundations of Mathematics (3)*
- EMPL 1000 *Interpersonal Relations (2)*

Program-Specific Core – Total of 40 Hours

- WELD 1000 *Intro to Welding Technology (4)*
- WELD 1010 *Oxyfuel Cutting (4)*
- WELD 1030 *Blueprint Reading for WELD (4)*
- WELD 1040 *Flat Shielded Metal Arc Weld (4)*
- WELD 1050 *Horizontal Shielded Metal Arc Weld (4)*
- WELD 1060 *Vertical Shielded Metal Arc Weld (4)*
- WELD 1070 *Overhead Shielded Metal Arc Weld (4)*
- WELD 1090 *Gas Metal Arc Welding (4)*
- WELD 1110 *Gas Tungsten Arc Welding (4)*
- WELD 1120 *Preparation/Ind Qualification (4)*

Occupational-Related Elective – Choose 6 Hours

Occupational-Related Electives

- COMP 1000 *Introduction to Computers (3)*
- WELD 1095 *Adv Gas Metal Arc Welding (3)*
- WELD 1150 *Adv Gas Tungsten Arc Welding (3)*
- WELD 1151 *Fabrication Process (3)*
- WELD 1152 *Pipe Welding (4)*
- WELD 1153 *Flux Cored Arc Welding (4)*
- WELD 1156 *Ornamental Iron Works (4)*
- WELD 1330 *Metal Welding/Cutting Tech (2)*
- WELD 1500 *Welding & Joining Internship (3)*

Total: 54 Hours

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Welding and Joining Technology
Diploma Program
WAJ2

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

Program Specific Information
Students are accepted each semester based on space and course availability.

Program Length & Availability
4 Semesters
Campus Availability: Hall, Barrow, Dawson

Admissions Requirements
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid
This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Gas Metal Arc Welder

Updated: 4/04/2019
Effective Term: 201716

Certificate Program

GM31

Curriculum

Program-Specific Core – Total of 12 Hours

WELD 1000 *Intro to Welding Technology (4)*
WELD 1010 *Oxyfuel Cutting (4)*
WELD 1090 *Gas Metal Arc Welding (4)*

Occupational-Related Elective – Choose 3 Hours

Total: 15 Hours

Occupational-Related Electives

WELD 1030 *Blueprint Reading for WELD (4)*
WELD 1040 *Flat Shielded Metal Arc Welding (4)*
WELD 1095 *Adv Gas Metal Arc Welding (3)*
WELD 1110 *Gas Tungsten Arc Welding (4)*
WELD 1150 *Adv Gas Tungsten Arc Welding (3)*
WELD 1151 *Fabrication Process (3)*
WELD 1152 *Pipe Welding (4)*
WELD 1153 *Flux Cored Arc Welding (4)*
WELD 1156 *Ornamental Iron Works (4)*
WELD 1500 *Welding & Joining Internship (3)*

Program Description

The Gas Metal Arc Welder technical certificate of credit prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

Program Specific Information

Students are accepted each semester based on space and course availability.

Program Length & Availability

1 Semester
Campus Availability: Hall, Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Gas Tungsten Arc Welder

Updated: 4/04/2019
Effective Term: 201716

Certificate Program

GTA1

Curriculum

Program-Specific Core – Total of 12 Hours

WELD 1000 *Intro to Welding Technology (4)*
WELD 1010 *Oxyfuel Cutting (4)*
WELD 1110 *Gas Tungsten Arc Welding (4)*

Occupational-Related Elective – Choose 3 Hours

Total: 15 Hours

Occupational-Related Electives

WELD 1030 *Blueprint Reading for WELD (4)*
WELD 1040 *Flat Shielded Metal Arc Welding (4)*
WELD 1095 *Adv Gas Metal Arc Welding (3)*
WELD 1150 *Adv Gas Tungsten Arc Welding (3)*
WELD 1151 *Fabrication Process (3)*
WELD 1152 *Pipe Welding (4)*
WELD 1153 *Flux Cored Arc Welding (4)*
WELD 1156 *Ornamental Iron Works (4)*
WELD 1500 *Welding & Joining Internship (3)*

Program Description

The Gas Tungsten Arc Welder technical certificate of credit provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

Program Specific Information

Students are accepted each semester based on space and course availability.

Program Length & Availability

1 Semester
Campus Availability: Hall, Barrow, Dawson

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

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Ornamental Iron Fabricator

Updated: 4/04/2019
Effective Term: 201716

Certificate Program

OI21

Curriculum

Program-Specific Core – Total of 12 Hours

WELD 1000 *Intro to Welding Technology (4)*
WELD 1010 *Oxyfuel Cutting (4)*
WELD 1156 *Ornamental Iron Works (4)*

Total: 12 Hours

Program Description

The Ornamental Iron Fabricator technical certificate of credit introduces students to ornamental iron welding and fabrication processes. Topics include oxyfuel cutting, plasma cutting, and ornamental iron works.

Program Specific Information

Students are accepted each semester based on space and course availability.

Program Length & Availability

1 Semester
Campus Availability: Hall

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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Wireless Engineering Technology

Updated: 8/09/2017
Effective Term: 201812

Degree Program
WE13

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 *Composition & Rhetoric (3)*

Area II – Social/Behavioral Sciences – Choose 3 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)*
POLS 1101 *American Government (3)*
POLS 2401 *Global Issues (3)*
PSYC 1101 *Introductory Psychology (3)*
SOCI 1101 *Introduction to Sociology (3)*

Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1111 *College Algebra (3)*
MATH 1113 *Precalculus (3)*

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)*
RELG 1101 *World Religions (3)*

Program-Specific Core – Total of 57 Hours

ENGT 1000 *Intro to Engineering Technology (3)*
CIST 1122 *Hardware Installation/Maintenance (4)*
CIST 2114 *Fundamentals of Wireless LANs (4)*
CIST 2451 *Cisco Network Fundamentals (4)*
CIST 2452 *Routing/Switching Essentials (4)*
CIST 2602 *Network Security (4)*
PHYS 1111 *Introductory Physics (3)*
PHYS 1111L *Introductory Physics Lab (1)*
ECET 1101 *Circuit Analysis I (4)*
ECET 1110 *Digital Systems (4)*
ECET 2101 *Circuit Analysis II (4)*
WLET 1000 *Intro to UNIX & Linux with Scripting (4)*
WLET 1005 *Scripting in Wireless Networks (2)*
WLET 1120 *Mobile Site Media & Application (3)*
WLET 2100 *Antenna Fundamentals/Applications (3)*
WLET 2110 *Mobile Transmission/Transport (3)*
WLET 2120 *Mobile Tech. & Equipment (3)*

Total: 72 Hours

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Wireless Engineering Technology

Degree Program

WE13

Program Description

The Wireless Engineering Technology program is designed to address the current and future needs of the wireless industry. This program prepares students for the rapidly changing environment faced by field technicians and engineers and includes topics such as antenna theory and applications, grounding, bonding, power, mobile site equipment and applications, radio frequency theory and transmissions, safety, and regulations, standards and codes. These courses allow for field technicians and engineers to effectively install, troubleshoot, and maintain modern mobile sites including those with new and evolving broadband mobile technologies.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

5 Semesters
Campus Availability: Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.
- Students must have completed CIST 1401 *Computer Networking* and CIST 1601 *Information Security* prior to admission OR pass the Wireless Engineering Entrance Exam with a score of 70% or greater in order to be admitted directly into the degree program. Students not meeting these requirements will begin coursework in the Wireless Networking Technician Technical Certificate of Credit. Students will receive information about the exam once their admission file is complete.

Financial Aid

This program is eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
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Wireless Networking Technician

Updated: 4/04/2019
Effective Term: 201812

Certificate Program

WN11

Click here to jump to Program Description, Admissions Requirements, and Financial Aid.

Curriculum

Program-Specific Core – Total of 22 Hours

- ENGT 1000 *Intro to Engineering Technology (3)*
- CIST 1122 *Hardware Installation/Maintenance (4)*
- CIST 1401 *Computer Networking (4)*
- CIST 1601 *Information Security (3)*
- CIST 2451 *Cisco Network Fundamentals (4)*
- WLET 1000 *Intro to UNIX & Linux with Scripting (4)*

Total: 22 Hours

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Wireless Networking Technician

Certificate Program

WN11

Program Description

Wireless Networking Technicians repair, install, and maintain mobile and stationary radio or cellular communication equipment. They will also be able to install, configure, and monitor computer networking equipment used in digital communication areas such as mobile broadband, WiFi, ship-to-shore, aircraft-to-ground, and service or emergency communication equipment.

Program Specific Information

Students are accepted every semester based on course and space availability.

Program Length & Availability

2 Semesters
Campus Availability: Barrow

Admissions Requirements

- Must be 16 years of age.
- High school diploma or GED is required prior to admission.
  (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

Financial Aid

This program is not eligible for the Pell Grant and may be eligible for Institutional and State Financial Aid.
Contact a Financial Aid Counselor for eligibility requirements and application materials.

Click here to jump back to Curriculum

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