



# Lanier Technical College

2016 - 2017

## Catalog and Student Handbook



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Lanier Tech named 2014 TCSG Technical College of the Year!

**MO** Math Multiplies Opportunities

**LANIER ALERT!**  
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Top Stories

- Download Lanier Tech's College Viewbook
- Download Lanier Tech's Student Resource Guide
- Lanier Tech's SkillsUSA at GeorgiaFirst Robotics Competition
- YOU'RE INVITED! CAMPUS VISITATION DAYS.
- 4th Annual LTC Foundation 5K presented by King's Hawaiian
- GENERAL EDUCATION ADJUNCT JOB FAIR
- Accounting students attend CPA Day at the Gold Dome
- Bridget Rigby is 2017 Lanier Tech Rick Perkins Award Winner
- Lauren Hockaday chosen as Lanier Tech's 2017 GOAL Winner
- Lanier Tech names Semi-finalists for GOAL Award
- Lanier Tech & Amerigroup hold diaper give-away day
- Lanier Tech holds Ammonia Awareness Hazmat training + video
- Industrial System Technology students now NIMS certified.

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Featured Programs



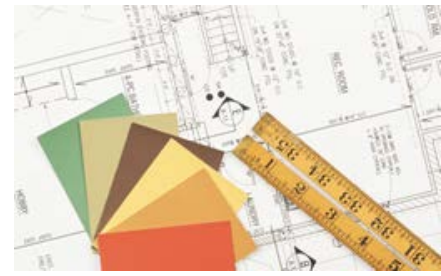
Pharmacy Technology

The Pharmacy Technology program 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.

**Click here** to learn more.

Upcoming Events

03/28/2017 - Tax Tips Lunch & Learn - Oakwood [+]



Interiors

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; client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors.

**[Click here](#)** to learn more.

### **[Campuses / Contact Us / Directions](#)**

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2990 Landrum Education Drive, Oakwood, Georgia 30566  
Phone: 770-533-7000 | Fax: 770-531-6328  
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Technical College

**"Great Careers  
Begin Here!"**

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Search Site

## Faculty / Staff Directory

Leave blank and click Go to display ALL

Type First Name:

or, Type Last Name:

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

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

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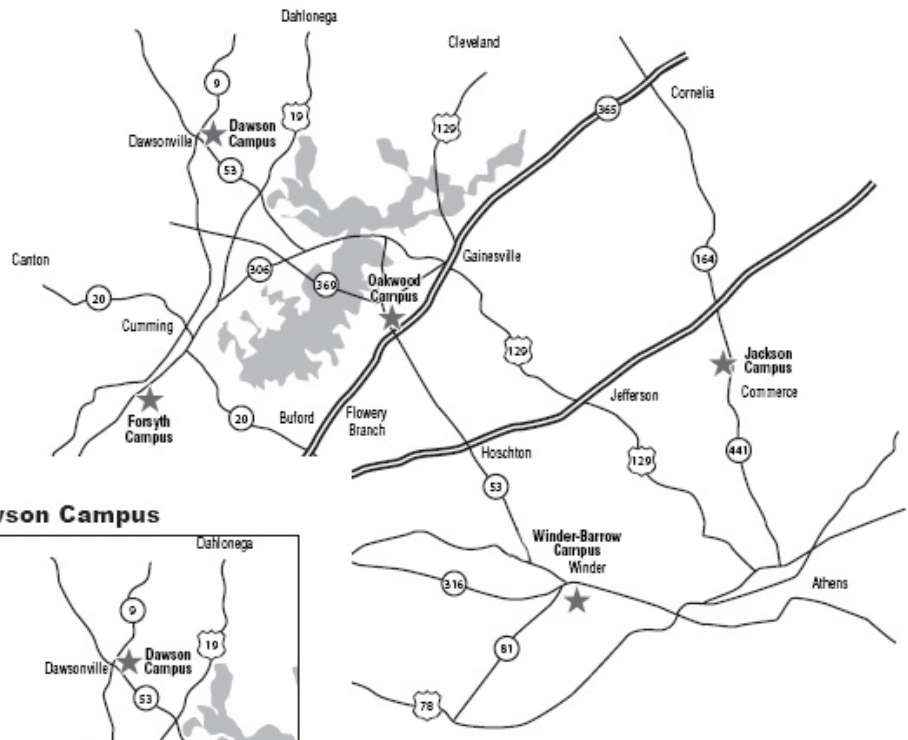
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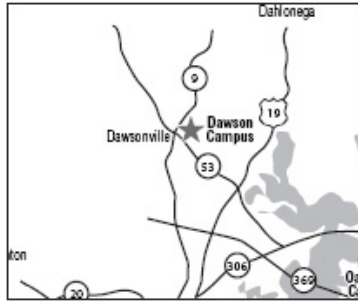
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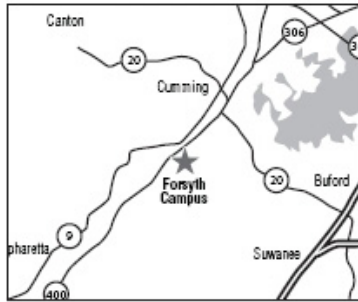




**Dawson Campus**



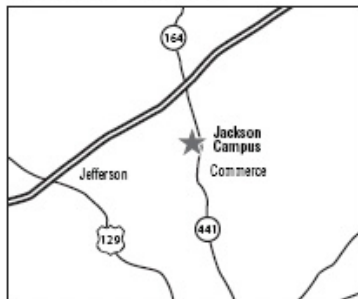
**Forsyth Campus**



**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

#### 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.

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### ACCT 1105

#### 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.

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### ACCT 1110

#### 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.

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### ACCT 1115

#### 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.

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### ACCT 1120

#### 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.

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### ACCT 1125

#### 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.

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### ACCT 1130

#### 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.

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### ACCT 2000

#### 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.

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### ACCT 2100

#### 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

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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****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.

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**ACCT 2115****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.

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**ACCT 2120****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.

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**ACCT 2130****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.

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**ACCT 2140****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.

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**ACCT 2145****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.

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**ACCT 2155****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.

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**ACRP 1000****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.

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**ACRP 1005****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.

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**ACRP 1010****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.

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**ACRP 1015****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.

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**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**

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**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**

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**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**

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**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**

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**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**

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**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**

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**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**

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**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**

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**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**

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**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**

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**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 1180**

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**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**

(3 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**

(3 credit/6 contact hours)

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

**AMCA 2190**[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****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.

[back to top](#)**AUTT 1022****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.

[back to top](#)**AUTT 1030****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.

[back to top](#)**AUTT 1040****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.

[back to top](#)**AUTT 1050****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.

[back to top](#)**AUTT 1060****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.

[back to top](#)**AUTT 2010****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.

[back to top](#)**AUTT 2020****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.

[back to top](#)**AUTT 2030****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.

[back to top](#)**BIOL 1111****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](#)

[back to top](#)**BIOL 1111L****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](#)

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**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](#)

**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**[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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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****Office Procedures**

(3 credit/4 contact hours)

Emphasizes essential skills required for the business office.

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**BUSN 1250****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.

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**BUSN 1310****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.

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**BUSN 1400****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.

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**BUSN 1410****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.

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**BUSN 1420****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.

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**BUSN 1430****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.

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**BUSN 1440****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.

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**BUSN 2160****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.

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**BUSN 2190****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.

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**BUSN 2200****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.

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**BUSN 2210**

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**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****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.

[back to top](#)**CHEM 1151****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.

[back to top](#)**CHEM 1151L****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.

[back to top](#)**CHEM 1152****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.

[back to top](#)**CHEM 1152L****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.

[back to top](#)**CHEM 1211****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](#)

[back to top](#)**CHEM 1211L****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](#)

[back to top](#)**CHEM 1212****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](#)

[back to top](#)**CHEM 1212L****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](#)

[back to top](#)**CIST 1001****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.

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**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, Data 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 techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

**CIST 1540**[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 2129****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.

[back to top](#)**CIST 2222****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.

[back to top](#)**CIST 2311****Visual Basic I**

(4 credit/6 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.

[back to top](#)**CIST 2351****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.

[back to top](#)**CIST 2371****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.

[back to top](#)**CIST 2381****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.

[back to top](#)**CIST 2411****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.

[back to top](#)**CIST 2412****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.

[back to top](#)**CIST 2413****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.

[back to top](#)**CIST 2414****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.

[back to top](#)**CIST 2431****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.

[back to top](#)**CIST 2432****UNIX/LINUX Server**

(4 credit/6 contact hours)

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

**CIST 2433****UNIX/LINUX Advanced Server**

(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.

[back to top](#)**CIST 2434****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.

[back to top](#)**CIST 2441****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.

[back to top](#)**CIST 2451****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.

[back to top](#)**CIST 2452****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.

[back to top](#)**CIST 2453****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.

[back to top](#)**CIST 2454****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.

[back to top](#)**CIST 2471****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.

[back to top](#)**CIST 2472****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.

[back to top](#)**CIST 2473****Maintaining/Tibshooting IP Net**[back to top](#)

(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**

#### **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.

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### **CIST 2531**

#### **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.

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### **CIST 2541**

#### **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.

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### **CIST 2550**

#### **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.

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### **CIST 2560**

#### **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.

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### **CIST 2570**

#### **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.

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### **CIST 2601**

#### **Implementing 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.

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### **CIST 2602**

#### **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.

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### **CIST 2611**

#### **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.

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### **CIST 2612**

#### **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.

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### **CIST 2710**

#### **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

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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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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 dyscrasias, safety and quality control, and process improvement.

### **CLBT 1050**

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#### **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**

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#### **Immunoematology**

(4 credit/8 contact hours)

Provides an in-depth study of immunoematology 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**

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#### **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**

##### **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.

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#### **CLBT 2090**

##### **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.

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#### **CLBT 2100**

##### **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.

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#### **CLBT 2110**

##### **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.

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#### **CLBT 2120**

##### **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.

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#### **CLBT 2130**

##### **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.

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#### **CLBT 2200**

##### **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.

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#### **COMP 1000**

##### **Introduction to Computers**

(3 credit/5 contact hours)

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

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#### **COSM 1000**

##### **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.

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**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**

#### **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.

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### **CRJU 2201**

#### **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.

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### **CUUL 1000**

#### **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.

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### **CUUL 1110**

#### **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.

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### **CUUL 1120**

#### **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.

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### **CUUL 1122**

#### **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.

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### **CUUL 1124**

#### **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.

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### **CUUL 1129**

#### **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.

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### **CUUL 1170**

#### **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.

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### **CUUL 1220**

#### **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

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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**

#### **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.

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### **CUUL 1370**

#### **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.

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### **CUUL 1420**

#### **Marketing & Customer Service**

(3 credit/3 contact hours)

This course focuses on skills necessary to promote sales and incorporate strategies to meet customer needs.

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### **CUUL 2130**

#### **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.

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### **CUUL 2140**

#### **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.

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### **CUUL 2160**

#### **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.

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### **CUUL 2170**

#### **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

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### **CUUL 2190**

#### **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.

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### **CUUL 2250**

#### **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.

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**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; body's 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****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.

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**DFTG 1133****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.

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**DFTG 2010****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.

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**DFTG 2020****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.

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**DFTG 2030****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.

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**DFTG 2040****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.

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**DFTG 2110****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.

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**DFTG 2120****Print Rdg/Architecture**

(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.

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**DFTG 2130****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.

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**DFTG 2210****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.

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**DFTG 2300****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.

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**DFTG 2400****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.

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**DFTG 2500****Drafting Exit Review**

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(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**

#### **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.

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### **DHYG 1000**

#### **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.

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### **DHYG 1010**

#### **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.

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### **DHYG 1020**

#### **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.

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### **DHYG 1030**

#### **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.

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### **DHYG 1040**

#### **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.

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### **DHYG 1050**

#### **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.

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### **DHYG 1070**

#### **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.

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### **DHYG 1090**

#### **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.

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### **DHYG 1110**

#### **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.

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### **DHYG 1111**

#### **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.

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**DHYG 1130****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.

[back to top](#)**DHYG 1206****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.

[back to top](#)**DHYG 2010****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.

[back to top](#)**DHYG 2020****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.

[back to top](#)**DHYG 2050****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.

[back to top](#)**DHYG 2070****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.

[back to top](#)**DHYG 2080****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.

[back to top](#)**DHYG 2090****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.

[back to top](#)**DHYG 2105****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.

[back to top](#)**DHYG 2110****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.

[back to top](#)**DHYG 2130****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.

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**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.

**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**

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#### **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**

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#### **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 2310**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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 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 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](#)**Electrical Systems Basics 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.

**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/8 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/5 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](#)**EI 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 tools 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/4 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 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 mechanical 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**

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#### **SCADA/Digital**

(3 credit/5 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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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#### **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 community's emergency operations plan and operational response capability. To this end, the course provides hands-on training in the design, conduct and evaluation of exercises so that participants will be able to develop and implement a comprehensive exercise program in their respective jurisdictions. Specifically, this course includes an introduction to exercise design and evaluation; community exercise programs; the exercise development process; and exercise evaluation and enhancements.

**EMYT 1126**[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 community's hazards, determine community resources, and write an all-hazards plan to assign responsibility to various agencies who will respond during an emergency or disaster. The primary purpose of this course is to provide background information encouraging communities to plan, reasons for planning, who might be involved in the planning process, and a framework within which to plan. There will be ample opportunities for the student to practice each step of the process, gradually becoming familiar with the planning process. The principle topics include rationale for emergency planning; assessment of community hazards and resources; and development of an all-hazards plan.

**EMYT 1129**[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**

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#### **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**

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#### **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**

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#### **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**

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#### **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.

### **ENGL 0090**

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#### **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**

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#### **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**

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#### **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 0988B**

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#### **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 1010**

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#### **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 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 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](#)**Technical Communications**

(3 credit/3 contact hours)

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

**ENGL 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**

#### **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.

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### **ESTH 1040**

#### **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.

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### **ESTH 1050**

#### **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.

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### **ESTH 1060**

#### **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.

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### **ESTH 1070**

#### **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.

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### **FRSC 1020**

#### **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 will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control ; 2. CPR ; 3. First Aid; 4. ICS-100 ; 5. IS-700 ; 6. NPQ - Hazardous Materials for First Responders Awareness Level . This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

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### **FRSC 1030**

#### **Basic Firefighter-Module I**

(5 credit/7 contact hours)

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.

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### **FRSC 1040**

#### **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

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to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire ; 2. Interior Structure Attack Above Grade Level ; 3. Interior Structure Attack Below Grade Level ; 4. Vehicle Fire ; 5. Dumpster Fire . Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

### **FRSC 1050**

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#### **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**

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#### **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 successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

### **FRSC 1070**

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#### **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, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

### **FRSC 1080**

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#### **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 National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

### **FRSC 1100**

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#### **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**

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#### **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 Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

**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, means of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

**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 it is 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, Techniques 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-Administrator**

(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****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.

[back to top](#)**HEMT 1010****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.

[back to top](#)**HEMT 1020****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.

[back to top](#)**HEMT 1030****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.

[back to top](#)**HEMT 1040****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.

[back to top](#)**HEMT 1100****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.

[back to top](#)**HEMT 1110****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.

[back to top](#)**HEMT 1120****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.

[back to top](#)**HEMT 1130****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.

[back to top](#)**HEMT 2000****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.

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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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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**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.

**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 institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

**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****Intro to Sustainable Agriculture**

(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.

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**HORT 1110****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.

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**HORT 1120****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.

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**HORT 1140****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.

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**HORT 1150****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.

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**HORT 1160****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.

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**HORT 1200****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.

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**HORT 1250****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.

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**HORT 1310****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.

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**HORT 1330****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

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**HORT 1410****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.

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**HORT 1420**

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**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 Ldscape 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 Identification 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.

**HUMN 1101****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.

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**HVAC 1050****HVAC Apprenticeship V**

(4 credit/7 contact hours)

No Description

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**IDFC 1000****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.

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**IDFC 1007****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.

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**IDFC 1011****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.

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**IDFC 1012****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.

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**IDFC 1013****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.

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**IDSY 1005****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.

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**IDSY 1011****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.

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**IDSY 1020****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.

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**IDSY 1100****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.

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**IDSY 1101****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

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equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDSY 1105****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.

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**IDSY 1110****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.

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**IDSY 1120****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.

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**IDSY 1130****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.

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**IDSY 1150****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.

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**IDSY 1160****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.

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**IDSY 1170****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.

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**IDSY 1180****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.

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**IDSY 1190****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.

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**IDSY 1195****Pumps & Piping Systems**

(3 credit/5 contact hours)

This course provides instruction in the fundamental concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

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**IDSY 1210****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.

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**IDSY 1220**

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**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/Architecture I**

(4 credit/4 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**

(4 credit/4 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****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.

[back to top](#)**INDS 1170****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.

[back to top](#)**INDS 2210****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.

[back to top](#)**INDS 2215****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.

[back to top](#)**INDS 2230****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.

[back to top](#)**INDS 2240****BUSN Practices/Design Prof**

(5 credit/8 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.

[back to top](#)**LETA 2120****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 with 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.

[back to top](#)**MAST 1010****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.

[back to top](#)**MAST 1030****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.

[back to top](#)**MAST 1060****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.

[back to top](#)**MAST 1080****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

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gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

**MAST 1090****Medical Assisting Skills II**

(4 credit/9 contact hours)

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

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**MAST 1100****Medical Insurance Mgmt**

(2 credit/4 contact hours)

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

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**MAST 1110****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.

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**MAST 1120****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 including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

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**MAST 1170****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.

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**MAST 1180****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.

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**MATH 0090****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.

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**MATH 0090A****Learning Support Mathematics**

(3 credit/3 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

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**MATH 0090B****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

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**MATH 0090C****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.

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**MATH 0090Q****Learning Support Mathematics**

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(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 1011****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.

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**MATH 1012****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.

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**MATH 1012A****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

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**MATH 1013****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.

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**MATH 1015****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.

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**MATH 1100****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.

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**MATH 1101****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.

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**MATH 1111****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.

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**MATH 1112****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.

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**MATH 1113****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.

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**MATH 1127****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.

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**MATH 1131****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.

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**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](#)**Blueprint 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**

(3 credit/5 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**

(3 credit/7 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**

(3 credit/7 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**

(3 credit/7 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**

(3 credit/7 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.

**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****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.

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**MGMT 1115****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.

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**MGMT 1120****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.

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**MGMT 1125****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.

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**MGMT 1135****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.

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**MGMT 2115****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.

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**MGMT 2120****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.

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**MGMT 2125****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.

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**MGMT 2155****Quality Management Principles**

(3 credit/3 contact hours)

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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/9 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 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**

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#### **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**

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#### **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**

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#### **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 1111**

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#### **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**

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#### **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 1112**

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#### **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**

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#### **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.

### **PNSG 2010**

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#### **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**

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#### **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**

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#### **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**

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#### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

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##### **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**

##### **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.

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#### **PNSG 2410**

##### **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.

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#### **PNSG 2415**

##### **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.

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#### **POLS 1101**

##### **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.

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#### **POLS 2401**

##### **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.

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#### **PSYC 1010**

##### **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.

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#### **PSYC 1101**

##### **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.

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#### **PSYC 2103**

##### **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.

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#### **PSYC 2250**

##### **Abnormal Psychology**

(3 credit/3 contact hours)

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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****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.

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**PTNG 1110****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.

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**PTNG 1120****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.

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**PTNG 1130****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.

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**RADT 1010****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.

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**RADT 1030****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.

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**RADT 1060****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.

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**RADT 1065****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.

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**RADT 1075****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.

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**RADT 1085****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

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concepts.

### **RADT 1200**

#### **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.

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### **RADT 1320**

#### **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.

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### **RADT 1330**

#### **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.

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### **RADT 2090**

#### **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.

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### **RADT 2260**

#### **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.

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### **RADT 2340**

#### **Clinical Radiography III**

(6 credit/21 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.

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### **RADT 2360**

#### **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.

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### **RCAT 1000**

#### **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.

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### **RCAT 1030**

#### **Residential Care Procedure**

(5 credit/9 contact hours)

This course 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.

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### **READ 0090**

#### **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.

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### **READ 0097**

#### **Reading II**

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(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**

#### **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.

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### **SOCI 1101**

#### **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.

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### **SOLR 1000**

#### **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.

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### **SOLR 1010**

#### **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.

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### **SOLR 1020**

#### **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.

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### **SOLR 1030**

#### **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.

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### **SOLR 1040**

#### **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.

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### **SOLR 1050**

#### **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.

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### **SOLR 1060**

#### **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.

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### **SOLR 1070**

#### **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.

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### **SOLR 2010**

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**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****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.

[back to top](#)**SOLR 2030****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.

[back to top](#)**SOLR 2040****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.

[back to top](#)**SOLR 2050****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.

[back to top](#)**SOLR 2060****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.

[back to top](#)**SPAN 1050****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.

[back to top](#)**SPAN 1101****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.

[back to top](#)**SPAN 1102****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.

[back to top](#)**SPCH 1101****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.

[back to top](#)**SURG 1010****Intro to Surgical Technology**[back to top](#)

(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**

#### **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.

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### **SURG 1080**

#### **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.

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### **SURG 1100**

#### **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.

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### **SURG 2030**

#### **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.

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### **SURG 2040**

#### **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.

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### **SURG 2110**

#### **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.

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### **SURG 2120**

#### **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.

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### **SURG 2130**

#### **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.

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### **SURG 2140**

#### **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

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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.





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- [Office Accounting Specialist Certificate](#)

### **Air Conditioning Technology**

- [Air Conditioning Technology Diploma](#)
- [Basic Residential Air Conditioning System Design Certificate](#)
- [Basic Residential Gas Heat Design Certificate](#)

### **Automotive Collision Repair**

- [Automotive Collision Repair Diploma](#)
- [Automotive Refinishing Assistant I Certificate](#)
- [Automotive Refinishing Assistant II Certificate](#)

### **Automotive Technology**

- [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 Technology Degree](#)
- [Automotive Technology Diploma](#)
- [Automotive Transmission/Transaxle Tech Specialist Certificate](#)

### **Building Automation Systems**

- [Building Automation Systems Degree](#)
- [Building Automation Systems Diploma](#)

### **Business Management**

- [Applied Technical Management Degree](#)
- [Bilingual Customer Service Specialist Certificate](#)
- [Business Management Degree](#)
- [Business Management Diploma](#)
- [Supervisor/Management Specialist Certificate](#)

### **Business Technology**

### **Esthetician**

- [Esthetician Certificate](#)

### **Fire Science Technology**

- [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](#)
- [Fire Science Technology Degree](#)
- [Fire Science Technology Diploma](#)
- [Firefighter/EMSP Diploma](#)

### **General Studies**

- [Technical Specialist Certificate](#)

### **Health Information Management Technology**

- [Health Information Management Technology Degree](#)

### **Healthcare Assistant/Science**

- [Healthcare Assistant Certificate](#)
- [Healthcare Science Certificate](#)
- [Patient Navigator Certificate](#)

### **Horticulture**

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- [Horticulture Degree](#)
- [Horticulture Diploma](#)
- [Landscape Design Technician Certificate](#)
- [Landscape Specialist Certificate](#)
- [Sustainable Urban Agriculture Technician Certificate](#)

### **Industrial Systems Technology**

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- [Industrial Electrician Certificate](#)
- [Industrial Fluid Power Technician Certificate](#)
- [Industrial Mechanical Systems Diploma](#)
- [Industrial Motor Control Technician Certificate](#)
- [Industrial Systems Technology Degree](#)
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- [Process Control Technician I Certificate](#)
- [Process Control Technician II Certificate](#)
- [Programmable Control Technician I](#)

- [Business Technology Degree](#)
- [Business Technology Diploma](#)
- [Medical Front Office Assistant Certificate](#)
- [Microsoft Excel Application Professional Certificate](#)
- [Microsoft Office Applications Professional Certificate](#)

### **Computer Information Systems**

- [CISCO CCNP Specialist Certificate](#)
- [CISCO Network Specialist Certificate](#)
- [Computer Support Specialist Degree](#)
- [Computer Support Specialist Diploma](#)
- [Internet Specialist - Web Site Design Degree](#)
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- [Internet Specialist Website Developer Certificate](#)
- [Linux/UNIX System Administrator Certificate](#)
- [Networking Specialist Degree](#)
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- [PC Repair and Network Technician Certificate](#)

### **Cosmetology**

- [Cosmetology Diploma](#)
- [Hair Designer Certificate](#)
- [Shampoo Technician Certificate](#)

### **Criminal Justice Technology**

- [Criminal Justice Specialist Certificate](#)
- [Criminal Justice Technology Degree](#)
- [Criminal Justice Technology Diploma](#)

### **Dental Assisting**

- [Dental Assisting Diploma](#)

### **Dental Hygiene**

- [Dental Hygiene Degree](#)

### **Design and Media Production Technology**

- [Advertising Layout Specialist Certificate](#)
- [Design and Media Production Specialist Certificate](#)
- [Design and Media Production Technology Degree](#)
- [Design and Media Production Technology Diploma](#)
- [Digital Illustration Specialist Certificate](#)
- [Graphic Design & Prepress Certificate](#)

### **Drafting Technology**

- [Advanced CAD Technician Certificate](#)
- [Architectural Systems Drafter Certificate](#)
- [CAD Operator Certificate](#)
- [Drafters Assistant Certificate](#)
- [Drafting Technology Degree](#)
- [Drafting Technology Diploma](#)

### **Early Childhood Care and Education**

- [CDA Preparation Certificate](#)
- [Child Development Specialist Certificate](#)
- [Early Childhood Care and Education Basics Certificate](#)
- [Early Childhood Care and Education Degree](#)

### **Certificate**

- [Robotic Technician Certificate](#)

### **Interiors**

- [Interior Design Assistant Certificate](#)
- [Interior Window Treatments Certificate](#)
- [Interiors Degree](#)
- [Interiors Diploma](#)

### **Machine Tool Technology**

- [CNC and Machine Tool Technology Diploma](#)
- [CNC Specialist Certificate](#)
- [CNC Technology Diploma](#)
- [Lathe Operator Certificate](#)
- [Machine Tool Technology Degree](#)
- [Machine Tool Technology Diploma](#)
- [Mill Operator Certificate](#)

### **Mechatronics Technology**

- [Mechatronics Technology Degree](#)
- [Mechatronics Technology Diploma](#)
- [Mechatronics Technician Certificate](#)

### **Medical Assisting**

- [Medical Assisting Degree](#)
- [Medical Assisting Diploma](#)
- [Phlebotomy Technician Certificate](#)

### **Motorsports Vehicle Technology**

- [Motorsports Chassis Technician Certificate](#)
- [Motorsports Engine Builder Certificate](#)
- [Motorsports Fabrication Technician Certificate](#)
- [Motorsports Vehicle Technology Degree](#)
- [Motorsports Vehicle Technology Diploma](#)

### **Paramedicine**

- [Advanced Emergency Medical Technician Certificate](#)
- [Emergency Medical Technician Certificate](#)
- [EMS Professions Diploma](#)
- [Paramedicine Degree](#)
- [Paramedicine Diploma](#)

### **Pharmacy Technology**

- [Pharmacy Assistant Certificate](#)
- [Pharmacy Technology Diploma](#)

### **Physical Therapist Assistant**

- [Physical Therapist Assistant Degree](#)

### **Practical Nursing**

- [Geriatric Care Assistant Certificate](#)
- [Nurse Aide Certificate](#)
- [Practical Nursing Diploma](#)
- [Residential Care Technician Diploma](#)

### **Radiologic Technology**

- [Radiologic Technology Degree](#)

### **Surgical Technology**

- [Surgical Technology Degree](#)
- [Surgical Technology Diploma](#)

- [Early Childhood Care and Education Diploma](#)
- [Early Childhood Program Administration Certificate](#)
- [Infant and Toddler Child Care Specialist Certificate](#)

#### **Electrical Systems Technology**

- [Electrical Systems Technology Diploma](#)
- [Residential Wiring Technician Certificate](#)

#### **Electrical Utility Technology**

- [Electrical Utility Technician Certificate](#)
- [Electrical Utility Technology Degree](#)
- [Electrical Utility Technology Diploma](#)

#### **Emergency Management**

- [Emergency Management Degree](#)
- [Emergency Management Diploma](#)

#### **Engineering Technology**

- [Engineering Technology Degree](#)

#### **Welding and Joining Technology**

- [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](#)
- [Welding and Joining Technology Diploma](#)





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## Registration

Registration dates will be published annually in the college 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 temporary password. Open and Late Registration sessions provide staffed web labs for registration assistance. Contact the Office of Student Affairs concerning registration information.



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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](http://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](mailto: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](mailto:lelder@laniertech.edu)

#### **ADA Coordinator**

Mallory Safley, Coordinator of Disability Services  
Building 200, Office 204-F  
770-533-7000  
[msafley@laniertech.edu](mailto:msafley@laniertech.edu)

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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.

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### Lanier Technical College Locations:

**Oakwood - Hall Campus**

**Forsyth Campus**

2990 Landrum Education Dr.  
Oakwood, GA 30566  
770-533-7000

**Barrow Campus**  
965 Austin Road  
Winder, GA 30680  
770-297-4500

**Dawson Campus**  
408 Highway 9 North  
Dawsonville, GA 30534  
678-513-5220

3410 Ronald Reagan Blvd.  
Cumming, GA 30041  
678-341-6600

**Jackson County Campus**  
631 South Elm St.  
Commerce GA 30529  
706-335-1931



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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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## Board of Directors

### Lanier Technical College Board of Directors

Mike Barton, Hall County  
 Henry Davis, Lumpkin County  
 Jimmy Hooper, Banks County, Vice-Chair  
 Lynn Jackson, Forsyth County  
 David Kimbrell, Hall County  
 Enrique Montiel, Hall County  
 Jim Otwell, Forsyth County, Chair  
 Steve Schingler, Jackson County  
 Roger D. Slaton, Dawson County  
 Allyson Summerour, Barrow County

### State Board of Technical & Adult Education

1st Congressional District, Ms. Mary Flanders (Savannah)  
 2nd Congressional District, Mr. Richard Porter (Cairo)  
 3rd Congressional District, Mr. Frank S. Newman (West Point)  
 4th Congressional District, (Vacant)  
 5th Congressional District, Mr. James Gingrey (Atlanta)  
 6th Congressional District, Mr. Carl E. Swearingen (Atlanta)  
 7th Congressional District, Mr. Michael L. Sullivan (Snellville)  
 8th Congressional District, Mr. Ben I. Copeland, Sr. (Lakeland)  
 9th Congressional District, Ms. Dinah Wayne (Flowery Branch)  
 10th Congressional District, Mr. Trey Sheppard (Sandersville)  
 11th Congressional District, Mr. Jay Cunningham (Kennesaw)  
 12th Congressional District, Mr. Tommy David (Statesboro)  
 13th Congressional District, Mr. Tim Williams (Douglasville)  
 14th Congressional District, Mr. Joe W. Yarbrough (Rocky Face)  
 Member-at-Large, Ms. Sylvia E. Russell (Atlanta)  
 Member-at-Large, Ms. Shirley Smith (Ringgold)  
 Member-at-Large, Mr. Ben Bryant (Atlanta)  
 Member-at-Large, Mr. Doug Carter (Gainesville)  
 Member-at-Large, Mr. J. C. "Chris" Clark, Jr. (Atlanta)  
 Member-at-Large, Mr. Shaw Blackmon (Warner Robins)  
 Member-at-Large, Ms. Lynn Cornett (Sandy Springs)  
 Member-at-Large, Mr. Robert "Buzz" Law (Alpharetta)  
 Member-at-Large, Mr. W. Jackson Winter, Jr. (Atlanta)

### Technical College System of Georgia

Gretchen Corbin



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### Foundation Board of Trustees

Tracy L. Moon, Jr., Chair  
Rep. Kevin Tanner, Vice Chair  
Thomas R. Jennings, Treasurer  
Stacy M. Giles, Secretary  
James Askew  
William Bagwell, Jr.  
Brett Berto  
Charlotte Gardner  
Rep. Mark D. Hamilton  
Dr. Ralph Hopkins  
Steve Jenner  
Tony Keller  
John T. Linehan  
Dr. Jeffrey N. McIntire  
Tommy Sanders  
Bobby Self  
Gary Smith  
Jim Smith  
Brad Taylor  
Dinah Wayne

### Executive Director

Cris Perkins  
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 opened in 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 Community 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 Community 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
<b>Dental Hygiene</b>	American Dental Association Commission on Dental Accreditation (CODA) 211 East Chicago Avenue Suite 1900 Chicago, Illinois 60611 Telephone: U.S. 312-440-4653 Website: <a href="http://www.ada.org">www.ada.org</a>	Accredited
<b>Dental Assisting*</b>	American Dental Association Commission on Dental Accreditation (CODA) 211 East Chicago Avenue Suite 1900 Chicago, Illinois 60611 Telephone: U.S. 312-440-4653 Website: <a href="http://www.ada.org">www.ada.org</a>	Accredited
	*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.	
<b>Heating and Air Conditioning Technology HVAC Excellence</b>	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
<b>Medical Assisting</b>	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: <a href="http://www.caahep.org">www.caahep.org</a>	Accredited

<b>Medical Lab Technology</b>	<p>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: <a href="http://www.naacls.org">www.naacls.org</a></p>	Accredited
<b>Paramedic Technology</b>	<p>Georgia State Office of Emergency Medical Services              2600 Skyland Drive              Atlanta, Georgia 30319              Telephone: 404- 679-0547              Fax: 404-679-0526              Website: <a href="http://www.health.state.ga.us/programs/ems/">www.health.state.ga.us/programs/ems/</a></p> <p>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.</p> <p>Commission on Accreditation of Allied Health Education Programs (CAAHEP)              1361 Park Street              Clearwater, FL 33756              Telephone: 727-210-2350              Fax: 727-210-2354              Website: <a href="http://www.caahep.org">www.caahep.org</a></p>	Approved
<b>Practical Nursing</b>	<p>Georgia Board of Nursing              237 Coliseum Drive              Macon, Georgia 31217-3853              Telephone: 478-207-1629              Fax: 478-207-2440              Website: <a href="http://www.sos.georgia.gov/plb/lpn/">www.sos.georgia.gov/plb/lpn/</a></p>	Approved
<b>Radiology Technology</b>	<p>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: <a href="http://www.jrcert.org">www.jrcert.org</a></p>	Accredited
<b>Real Estate</b>	<p>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: <a href="http://www.grec.state.ga.us/">www.grec.state.ga.us/</a></p>	Approved
<b>Surgical Technology</b>	<p>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)</p> <p>Commission on Accreditation of Allied Health Education Programs (CAAHEP)              1361 Park Street              Clearwater, FL 33756              Telephone: 727-210-2350              Fax: 727-210-2354              Website: <a href="http://www.caahep.org">www.caahep.org</a></p> <p>Accreditation Review Council on Education in Surgical Technology (ARC-ST) Technology and Surgical Assisting (ARC/STSA)</p>	Accredited

6 W. Dry Creek Circle Suite 210  
Colorado 80120  
Telephone: 303-694-9262  
Fax: 303-741-3655  
Website: [www.arcst.org](http://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

### I. POLICY:

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, 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 the technical colleges are expected to promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

### II. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

### III. PROCEDURE:

- A. Publications, advertisements, job announcements, and job and enrollment applications shall contain a statement of equal opportunity and shall contain no indication, either, explicit or implied, of a preference for one class of persons over another.
- B. Notices shall be conspicuously posted in public places at the System Office and in the technical college buildings, informing job applicants and employees that the organization is an equal opportunity organization and advising students, applicants and employees of their rights to notify an appropriate college official, local, state, or federal agency if they believe they have been subjected to unlawful discrimination.
- C. Prior to the beginning of each school year, the college is required to publish the Statement of Equal Opportunity in the local newspaper(s) in the college's service area with a statement that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability. The notice must include a brief summary of program offerings and admission criteria and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504.
- D. Each college shall appoint individuals to act as Coordinators to ensure compliance with federal laws including but not limited to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Title VI and Title VII of the Civil Rights Act of 1964, as amended. The names, locations and contact information for these Coordinators will be widely published in materials/information distributed by colleges.
- E. The Commissioner shall develop procedures for implementing the requirements of this policy and addressing employee and student complaints of unlawful discrimination.
- F. This policy and applicable procedures will be published and executed by each technical college.

- G. Inquiries concerning the administration of this policy and applicable procedures may be addressed to any of the following offices or designated individuals:

TCSG Office of Human Resources  
TCSG Office of Legal Services  
College Title IX Coordinators  
College Disabilities Coordinators  
College Office of Human Resources  
College Veteran's Benefits Coordinators

**IV. RECORD RETENTION:**

None



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## Admissions Categories

### Regular Admission

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

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 program 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.

### Special Status Admission

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 Office of Admissions.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Credit is received for regular program course work which is satisfactorily completed.
- 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.
- A special admission student is not eligible for federal and state financial aid.



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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.
2. Submit an official high school transcript or an official High School Equivalency credential such as an official GED, HiSET or TASC transcript. If you have completed 30 semester or 45 quarter hours of degree level coursework at an accredited college, a high school transcript or High School Equivalency credential is not required.
3. Request that an official transcript be sent from all colleges, universities, or other postsecondary institutions attended.
4. Request that an official SAT, ACT, COMPASS or 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 will be scheduled for placement testing upon receipt and processing of your application.

**NOTE:** Official means mailed directly or electronically submitted from the releasing institution or a hand delivered, unopened envelope sealed by the releasing institution.

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.

### Non-Accredited Home Study/Correspondence Course 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 Certificate of Attendance form from the local superintendent's office or 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.



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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 admissions procedures for new students:

1. Furnish an official translation and evaluation of secondary records. Documentation of United States high school equivalency is required.
2. Students with foreign transcripts must have their transcripts evaluated. You may use one of the following credential evaluation companies: <http://www.jsilny.com/>, <http://www.wes.org/>, <http://www.educei.com/>, or other evaluation companies that are reputable or NACES accredited.
3. Applicants must also test on the COMPASS, SAT or ACT and make appropriate scores.
4. Students who are not United States citizens or Permanent Residents shall pay foreign tuition which is four times the in-state tuition rate. Note: Lanier Technical College does not issue I-20 VISAs.



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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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### College Credit Now Programs

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 enroll in occupational coursework at Lanier Technical College that will also count toward their high school graduation requirements.

The ACCEL program offers degree level general core courses. The student can earn transferable college credit while also earning credit toward their high school graduation requirements.

Joint Enrollment allows for a high school student to earn college credit that is not used to satisfy high school graduation requirements. Contact the Lanier Technical College High School Coordinator for additional information.



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## Competitive Admission

### PROGRAMS WITH COMPETITIVE ADMISSIONS OR ADDITIONAL ADMISSIONS REQUIREMENTS

The following programs have competitive admissions procedures:

**Clinical Laboratory Technology ; 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, interviews, 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; Healthcare 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. A student must complete all requirements for one program before applying and being accepted into another program.



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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 the Cosmetology and all Health programs. The President of Lanier Technical College may waive the "16 years of age" requirement for secondary students who are participating in an articulated program of study such as dual or joint enrollment. 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 certificate programs and for all degree 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 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 and Surgical Technology 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 Clinical Laboratory Technology, 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 and Healthcare 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](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.
- 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](http://www.laniertech.edu) or may obtain a Drop/Add Form from his/her advisor, obtain the signature of the advisor, sign and date the form, and submit it to the Office of Student Affairs prior to the close of the office on the third class day of the semester. Students who add a course may owe 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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## 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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## Directory Information

At its discretion, the college may provide directory information in accordance with the provisions of the Act. **The following information is considered by Lanier Technical College as Directory Information:**

- Name
- Address
- Telephone Number
- College Assigned E-mail Address
- Dates of Enrollment
- Enrollment Status
- Major
- Degree, Diploma, or Certificate Conferred, Including Dates Conferred

**This information may be given without the student's consent unless the student notifies the Office of Student Affairs and requests the information be held.**



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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](http://www.laniertech.edu) or may obtain a Withdrawal Form from his/her advisor, sign and date the form, and submit it to the Office of Student Affairs prior to the close of the office on the third instructional day of the semester. This deadline is strictly enforced. A student who drops a course may be due a refund (see Refund Policy).



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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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## 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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## 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

Each student's academic standing is updated each semester and may be viewed by the student via Banner Web. Each student who fails to make adequate academic progress toward his/her academic goal will be notified by the Registrar's Office at the end of the semester.

### 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)	WF	Withdrawn Failing = F (0) after mid-term
80 - 89 = B (3.0)	WP	Withdrawn Passing after mid-term
70 - 79 = C (2.0)	W	Withdrawn prior to mid-term
60 - 69 = D (1.0)	I	Incomplete
59 or below = F (0)	AU	Audit (Non-Credit)
	EX	Exemption
	AC	Articulated Credit
	TR	Transfer Credit
	TRA	Transfer Credit A - not calculated in GPA
	TRB	Transfer Credit B - not calculated in GPA
	TRC	Transfer Credit C - not calculated in GPA

A student may be issued a grade of Incomplete (I) at the discretion of the instructor and only in the case where a student is unable to complete the coursework on time due to circumstances beyond his/her control. An Incomplete must be converted to a grade before midterm of the following semester from the date the Incomplete was recorded or it will be converted to a punitive failing grade (F).

A grade of W may be issued during the first half of the term. This grade does not affect the student's GPA but may affect financial aid eligibility.

A grade of WP or WF may be issued to a student who withdrew after mid-term depending upon his/her actual grades. The grade of WF will be calculated as an F in the GPA. These grades may affect financial aid eligibility.

### 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 5 credit hour course (4 x 5) equals 20 points. The same grade A in a 3 credit hour course (4 x 3) equals 12 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			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.

**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.

**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 the Office of Admissions 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 IE and 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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## Attendance Regulations

Attendance policies vary by program. Program attendance policies are listed on course syllabi. It is the responsibility of each student to clarify the exact attendance policy of his/her particular program of study. No program of study allows absences in excess of 20% of the scheduled class time no matter the reason for the absences. Excessive absences will result in dismissal from the course(s).

*Online Courses:* Online students must complete an academically related activity each week to be considered active. Simply logging into an online class is not considered to be active. You will be dismissed for an excess of 20% attendance violation (does not have to be consecutive) in online classes as follows:

- 15 week term — total of 3 weeks of inactivity
- 10 week term — total of 2 weeks of inactivity
- 7 week term — total of 2 weeks of inactivity

Academically related activities include, but are not limited to the following:

- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- participating in an online discussion about academic matters

*Hybrid Courses:* Absences in hybrid courses may not exceed 20% of scheduled on-campus classes or 20% of the total contact hours for the course.



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## Attendance Violation Appeals

Students who are terminated for attendance violations may appeal only if they feel their program attendance policy was not administered equitably to all students. These students must present evidence that this is the case in order to schedule an appeal. The appeal committee will support appropriate implementation of each program's attendance policy. Requests for a hearing must be made within three (3) days of the termination. The appeal should be scheduled through the Vice President of Academic Affairs or Campus Operations. The student will then be informed as to whether or not he/she is to return to class until the hearing. This hearing committee will have access to the student's prior attendance records and information as needed to make a fair decision regarding the case.





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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. The application deadline will be posted at each campus. The student's faculty advisor and the Registrar 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.

An overall 2.0 grade point average is required for graduation. Students must apply and be accepted into a program prior to completing requirements for that program. Students cannot graduate from a program unless they have been accepted into that particular program. Lanier Technical College awards technical certificates of credit or diplomas, which are "embedded" within a program of study. Contact the Office of the Registrar for information.

A formal graduation 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 graduation is mailed to all students eligible to graduate. Students participating in the ceremony will be required to pay a \$35 graduation fee which is non-refundable and is not covered by HOPE. Students who achieve a final GPA of 4.0 are provided honor cords to wear at graduation.



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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  
 WP Withdraw passing  
 WF Withdraw failing  
 WM Withdraw military  
 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

**Incomplete (I)** must be converted to a grade before mid-term of the following semester from the date the Incomplete was recorded or it will be converted to a punitive failing grade. 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. After the 60% period the student will earn a grade of **WP** or **WF** depending upon his/her actual grades. The grade of "WF" will be calculated as an "F" in the GPA. These grades 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 overall GPA. Exceptions are grades of "W", "WP", and "AU." When a "W", "WP", or "AU" is the most recent grade, the previous grade is used in the computation of the student's overall GPA.



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## Work Ethics Grading Policies

### Work Ethics Policy

The TCSG instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for students success; appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

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.

### Work Ethics Procedure

All students must complete the Work Ethics Program before applying to graduate.

#### Procedure

1. Students complete the Work Ethics Program modules ([click here to begin](#)).
2. Students complete an Application for Graduation ([click here to begin](#)).
3. Student Affairs staff completes a graduation audit.
  - a. If the students have not completed the Work Ethics Program, Student Affairs staff notifies the student that the Program must be completed before their Application for Graduation can be approved.
  - b. If the students have completed the Work Ethics Program, Student Affairs staff processes the Application for Graduation.



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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 College/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 reconciliation.
- 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 reconciliation 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 ANGEL 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 ANGEL Learning Management System, the platform the College uses for distance education. ANGEL 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 ANGEL 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 ANGEL 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 ANGEL 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 ANGEL to gain access to authorized ANGEL 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 (Banner Web) 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 Banner Web 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

### Attendance Regulations Violations Guidelines

Lanier Technical College adheres to the attendance information noted under the section on attendance regulations. However, some programs' attendance policies are more stringent because they are based on licensing requirements.

Three incidents of being tardy for class equates to an absence. When a student has only two more absences before violating the attendance policy, the instructor will provide a written (hand delivered, mailed, or electronic mail) warning that dismissal from the course for excessive absences is near, with a copy to the academic supervisor.

### Attendance Regulations Violations Procedures

1. When a student's program allows only two more absences before violation of the program's attendance policy, the instructor will provide a written warning. This warning should be via the Attendance Regulations Violation Form and may be transmitted by E-mail or hard copy.
2. The instructor will meet with the student to discuss the reasons for absences and/or incidents of tardiness. This meeting should include development of a plan to prevent additional absences and/or tardiness. This plan may include referral to the Coordinator of Disability Services or periodic follow-up meetings with an academic administrator.
3. If the student is absent two more times, the instructor will refer the student to the academic supervisor for approval of dismissal action. Under exceptional circumstances, the academic supervisor may decide not to dismiss the student but may impose other sanctions.
4. As a part of the dismissal meeting with the student, the instructor or academic supervisor should discuss re-enrollment options for the following quarter.

### 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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### Tardiness

Students are tardy if they are not in the classroom when the class begins. Three instances of tardy count as an absence. It is the responsibility of the student to keep an account of tardiness and absences. Excessive tardiness may result in dismissal from the course(s).



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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;

Students who wish to receive transfer credit for coursework completed at another institution must complete a Request for Transfer Credit form in the Office of Student Affairs. Students receiving VA benefits must submit a Request for Transfer Credit form if they have ever attended another post-secondary institution. If the student submits the request by the term deadline stated on the Request for Transfer Credit form, the College will make a determination and communicate to the student the decision by the end of the given term.

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:

Oakwood: 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 Oakwood, Forsyth, Dawson, or Barrow tutoring services).

Semester Tutoring Schedules are available online: [www.laniertech.edu/Tutoring.aspx](http://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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## Work Ethics Procedure

All students must complete the Work Ethics Program before applying to graduate.

### Procedure

1. Students complete the Work Ethics Program modules ([click here to begin](#)).
2. Students complete an Application for Graduation ([click here to begin](#)).
3. Student Affairs staff completes a graduation audit.
  - a. If the students have not completed the Work Ethics Program, Student Affairs staff notifies the student that the Program must be completed before their Application for Graduation can be approved.
  - b. If the students have completed the Work Ethics Program, Student Affairs staff processes the Application for Graduation.



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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](mailto: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:

### **Mallory Safley**

Coordinator of Disability Services

770-533-7003 phone

678-989-3133 fax

[msafley@laniertech.edu](mailto:msafley@laniertech.edu)



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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, the Assistant Vice President of Academic Affairs or their 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](mailto: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](mailto: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.

See also the [LTC Attendance Policy](#).



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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 may register for classes. Students enrolling under the special admission provisions are also eligible to register for certain classes.



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## Registration Procedures

Registration for credit classes occurs in three phases at Lanier Technical College:

1. **Returning Student Registration** - Advisement/Registration for currently enrolled students only.
2. **Open Registration** - Registration held for new students who have completed all admission requirements and for returning students.
3. **Late Registration** - An open-to-all registration for new, current, and former students regardless of their admissions classification. 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 during the add/late registration period. Students who desire reinstatement after the end of the add period require approval from the Vice President of Academic Affairs, Vice President for Student Affairs, Vice President of IE and Operations, or their designee, then approval by the instructor of the class via a signed drop/add form or an email from the instructor to [registrar@laniertech.edu](mailto: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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## Review of Records

The law provides students with the right to inspect and review information contained in their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable.

The Registrar at Lanier Technical College has been designated by the College to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial files, cooperative education, and placement records. Any student wishing to review his/her education record must make written request to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists or transcript of an original or source document which exists elsewhere).

Copies will be made at the student's expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the college, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.



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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 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 January 1, 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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## Student Records

The Registrar's office maintain a permanent record on all students which includes admissions data, educational record, work ethics history, 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, transfer credit, and honors and awards. In conjunction with program advisors, the Registrar's staff advises students on academic, transfer, and graduation issues.



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## Withdrawing From Courses

Through the end of the last day of the semester, a student may withdraw from a course. To withdraw from a course, a student must obtain a Withdrawal Form from his/her advisor, sign and date the form, and submit it to the Office of Student Affairs immediately but no later than the close of the office on the last day of the semester. This deadline is strictly enforced. Students may also withdraw from a course online via Banner Web at [www.laniertech.edu](http://www.laniertech.edu).

A student dropping a course after the third instructional day of the semester, but by the midpoint date of the semester, will receive a grade of "W." Note: An instructional day is based on the academic calendar, not a student's individual schedule. A student who drops a course after the midpoint date will be assigned a "WP" or "WF." A student who withdraws from a course prior to the first day of the semester or during the three day drop period may be due a refund of tuition (see Refund Policy). Students on financial aid should be aware that a drop or withdrawal after the three day drop period may affect their financial aid.





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## Withdrawing From the Institution

Through the end of the last scheduled class day of the semester, a student may drop all courses thus withdrawing for the semester. To withdraw for the semester, a student must obtain a Withdrawal Form from his/her advisor, sign and date the form, and submit it to the Office of Student Affairs immediately. The Withdrawal Form must be turned in to the Office of Student Affairs no later than the close of the office on the last day of the semester. A student who withdraws may be due a refund of tuition and fees (see Refund Policy).

This deadline is strictly enforced. If a student withdraws prior to the fourth instructional day of the semester, no grade will appear on the student's official academic record. A student who withdraws after the third instructional day of the semester will be assigned a grade of "W" in each class if the withdrawal is completed by the midpoint date of the semester. A student who withdraws after the midpoint date will be assigned a grade of "WP" or "WF" if the withdrawal is submitted to the Office of Student Affairs by the close of the office on the last day of the semester. Note: An instructional day is based on the academic calendar, not a student's individual schedule.



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## Withhold Directory Information

**Students may withhold directory information by notifying the Office of the Registrar** in writing within two (2) weeks after the first day of class for each term. Request for non-disclosure will be honored by the college for only one academic year; therefore, **authorization to withhold Directory Information must be filed annually in the Office of the Registrar.**



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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 (HOPE funding) and/or Federal (Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Federal Work Study program) are required 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](http://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 should also submit a request for [HOPE Scholarship evaluation](#) to the Office of Financial Aid at least three weeks prior to registration. Please contact the Office of Financial Aid at 770-533-7018 or 770-533-7019 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 770-533-7018 or 770-533-7019 or 678-341-6618. 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.

## Lanier Technical College Program Costs

Certificate seeking students are eligible to apply for the HOPE grant, you must apply for the HOPE Grant on line at [www.GAcollge411.org](http://www.GAcollge411.org) or you may complete the federal application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Diploma seeking students are eligible to apply for the HOPE Grant and the Federal Pell Grant. Students interested in receiving HOPE Grant funds may apply by completing the HOPE application on line at [www.GAcollge411.org](http://www.GAcollge411.org). Diploma seeking students who wish to be considered for federal financial aid and the state HOPE Grant may apply by completing the Free Application for Federal Student Aid (FAFSA) form on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Degree seeking students are eligible to apply for the HOPE Scholarship on line at [www.gsfc.org](http://www.gsfc.org) and the Federal Pell Grant on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The HOPE Scholarship requirements are very different from the requirements for the HOPE Grant that is awarded to diploma and or certificate seeking students.** Please contact the financial aid office at least three weeks prior to registration at **770.533.7019** regarding HOPE Scholarship evaluation procedures.

Students must be accepted for Admission to Lanier Tech before financial aid eligibility can be finalized and/or awarded.

**For financial aid assistance, please call 770-533-7019 or 770-533-7018 or 770.533.7024 or 678.513.6618.**

***Students admitted as special admission (undeclared) will not be eligible to receive financial aid.***

**For additional fee information, please contact the program advisor.**

Program	Length of Program in Terms	Credit Hours	In-State Tuition	Estimated Books & Supplies	Fees	Total Estimated Cost
<b>Degree Programs</b>						
Accounting	5	64	\$ 5,696.00	\$ 1,600.00	\$ 1,260.00	\$ 8,556.00
Applied Technical Management	5	68	\$ 6,052.00	\$ 1,600.00	\$ 1,260.00	\$ 8,912.00
Automotive Technology	5	62	\$ 5,518.00	\$ 1,600.00	\$ 1,260.00	\$ 8,378.00
Building Automation Systems	5	63	\$ 5,607.00	\$ 1,600.00	\$ 1,260.00	\$ 8,467.00
Business Technology	5	64	\$ 5,696.00	\$ 1,600.00	\$ 1,260.00	\$ 8,556.00
Business Management	5	63	\$ 5,607.00	\$ 1,600.00	\$ 1,260.00	\$ 8,467.00
Computer Support Specialist	5	62	\$ 5,518.00	\$ 1,600.00	\$ 1,260.00	\$ 8,378.00
Criminal Justice Technology	6	60	\$ 5,340.00	\$ 1,600.00	\$ 1,512.00	\$ 8,452.00
Dental Hygiene	6	86	\$ 7,654.00	\$ 1,600.00	\$ 1,512.00	\$ 10,766.00
Design & Media Production	5	62	\$ 5,518.00	\$ 1,600.00	\$ 1,260.00	\$ 8,378.00
Drafting Technology	4	60	\$ 5,340.00	\$ 1,600.00	\$ 1,008.00	\$ 7,948.00
Early Childhood Care and Education	5	72	\$ 6,408.00	\$ 1,600.00	\$ 1,260.00	\$ 9,268.00
Electrical Utility Technology	6	70	\$ 6,230.00	\$ 1,600.00	\$ 1,512.00	\$ 9,342.00
Emergency Management	5	60	\$ 5,340.00	\$ 1,600.00	\$ 1,260.00	\$ 8,200.00
Engineering Technology	4	63	\$ 5,607.00	\$ 1,600.00	\$ 1,008.00	\$ 8,215.00
Fire Science Technology	6	62	\$ 5,518.00	\$ 1,600.00	\$ 1,512.00	\$ 8,630.00
Health Information Technology	6	64	\$ 5,696.00	\$ 1,600.00	\$ 1,512.00	\$ 8,808.00
Horticulture	5	60	\$ 5,340.00	\$ 1,600.00	\$ 1,260.00	\$ 8,200.00
Industrial Systems Technology	4	63	\$ 5,607.00	\$ 1,600.00	\$ 1,008.00	\$ 8,215.00
Interiors	5	69	\$ 6,141.00	\$ 1,600.00	\$ 1,260.00	\$ 9,001.00
Internet Specialist--Web Site Design	5	64	\$ 5,696.00	\$ 1,600.00	\$ 1,260.00	\$ 8,556.00
Machine Tool Technology Degree	4	60	\$ 5,340.00	\$ 1,600.00	\$ 1,008.00	\$ 7,948.00
Medical Assisting	6	70	\$ 6,230.00	\$ 1,600.00	\$ 1,512.00	\$ 9,342.00

Motorsports Vehicle Technology	4	61	\$ 5,429.00	\$ 1,600.00	\$ 1,008.00	\$ 8,037.00
Networking Specialist	5	66	\$ 5,874.00	\$ 1,600.00	\$ 1,260.00	\$ 8,734.00
Paramedicine	5	67	\$ 5,963.00	\$ 1,600.00	\$ 1,260.00	\$ 8,823.00
Physical Therapist Assistant	5	80	\$ 7,120.00	\$ 1,600.00	\$ 1,260.00	\$ 9,980.00
Radiologic Technology	5	77	\$ 6,853.00	\$ 1,600.00	\$ 1,260.00	\$ 9,713.00
Surgical Technology	8	73	\$ 6,497.00	\$ 1,600.00	\$ 2,016.00	\$ 10,113.00
<b>Diploma Programs</b>						
Accounting	4	42	\$ 3,738.00	\$ 1,300.00	\$ 1,008.00	\$ 6,046.00
Air Conditioning Technology	3	51	\$ 4,539.00	\$ 1,300.00	\$ 756.00	\$ 6,595.00
Automotive Collision Repair	3	49	\$ 4,361.00	\$ 1,300.00	\$ 756.00	\$ 6,417.00
Automotive Technology	5	55	\$ 4,895.00	\$ 1,300.00	\$ 1,260.00	\$ 7,455.00
Building Automation Systems	4	51	\$ 4,539.00	\$ 1,300.00	\$ 1,008.00	\$ 6,847.00
Business Technology	4	50	\$ 4,450.00	\$ 1,300.00	\$ 1,008.00	\$ 6,758.00
Business Management	4	47	\$ 4,183.00	\$ 1,300.00	\$ 1,008.00	\$ 6,491.00
CNC/Machine Tool Technology	4	53	\$ 4,717.00	\$ 1,300.00	\$ 1,008.00	\$ 7,025.00
Computer Support Specialist	4	55	\$ 4,895.00	\$ 1,300.00	\$ 1,008.00	\$ 7,203.00
Cosmetology	5	55	\$ 4,895.00	\$ 1,300.00	\$ 1,260.00	\$ 7,455.00
Criminal Justice Technology	5	48	\$ 4,272.00	\$ 1,300.00	\$ 1,260.00	\$ 6,832.00
Dental Assisting	4	56	\$ 4,984.00	\$ 1,300.00	\$ 1,008.00	\$ 7,292.00
Design and Media Production	4	47	\$ 4,183.00	\$ 1,300.00	\$ 1,008.00	\$ 6,491.00
Drafting Technology	4	46	\$ 4,094.00	\$ 1,300.00	\$ 1,008.00	\$ 6,402.00
Early Childhood Care and Education	4	53	\$ 4,717.00	\$ 1,300.00	\$ 1,008.00	\$ 7,025.00
Electrical Control Systems	3	44	\$ 3,916.00	\$ 1,300.00	\$ 756.00	\$ 5,972.00
Electrical Systems Technology	4	43	\$ 3,827.00	\$ 1,300.00	\$ 1,008.00	\$ 6,135.00
Electrical Utility Technology	6	59	\$ 5,251.00	\$ 1,300.00	\$ 1,512.00	\$ 8,063.00
Emergency Management	4	50	\$ 4,450.00	\$ 1,300.00	\$ 1,008.00	\$ 6,758.00
EMS Professions	4	42	\$ 3,738.00	\$ 1,300.00	\$ 1,008.00	\$ 6,046.00
Fire Science Technology	4	50	\$ 4,450.00	\$ 1,300.00	\$ 1,008.00	\$ 6,758.00
Firefighter/EMSP	6	53	\$ 4,717.00	\$ 1,300.00	\$ 1,512.00	\$ 7,529.00
Horticulture	4	44	\$ 3,916.00	\$ 1,300.00	\$ 1,008.00	\$ 6,224.00
Industrial Mechanical Systems	3	51	\$ 4,539.00	\$ 1,300.00	\$ 756.00	\$ 6,595.00
Industrial Systems Technology	4	46	\$ 4,094.00	\$ 1,300.00	\$ 1,008.00	\$ 6,402.00
Interiors	4	59	\$ 5,251.00	\$ 1,300.00	\$ 1,008.00	\$ 7,559.00
Internet Specialist--Web Site Design	4	54	\$ 4,806.00	\$ 1,300.00	\$ 1,008.00	\$ 7,114.00
Machine Tool Technology	4	42	\$ 3,738.00	\$ 1,300.00	\$ 1,008.00	\$ 6,046.00
Medical Assisting	5	61	\$ 5,429.00	\$ 1,300.00	\$ 1,260.00	\$ 7,989.00
Motor Sports Vehicle Technology	4	54	\$ 4,806.00	\$ 1,300.00	\$ 1,008.00	\$ 7,114.00
Networking Specialist	5	54	\$ 4,806.00	\$ 1,300.00	\$ 1,260.00	\$ 7,366.00
Paramedicine	5	58	\$ 5,162.00	\$ 1,300.00	\$ 1,260.00	\$ 7,722.00
Pharmacy Technology	4	56	\$ 4,984.00	\$ 1,300.00	\$ 1,008.00	\$ 7,292.00
Practical Nursing	5	60	\$ 5,340.00	\$ 1,300.00	\$ 1,260.00	\$ 7,900.00
Residential Care Technician	4	45	\$ 4,005.00	\$ 1,300.00	\$ 1,008.00	\$ 6,313.00
Surgical Technology	6	60	\$ 5,340.00	\$ 1,300.00	\$ 1,512.00	\$ 8,152.00
Welding & Joining Technology	4	50	\$ 4,450.00	\$ 1,300.00	\$ 1,008.00	\$ 6,758.00
<b>Certificate Programs</b>						
Advanced CAD Technician	3	31	\$ 2,759.00	\$ 800.00	\$ 756.00	\$ 4,315.00
Advanced Emergency Medical Technician	1	10	\$ 890.00	\$ 800.00	\$ 252.00	\$ 1,942.00
Advanced Fire Administration	1	9	\$ 801.00	\$ 800.00	\$ 252.00	\$ 1,853.00
Advanced Shielded Metal Arc Welder	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00

Advertising Layout Specialist	3	35	\$ 3,115.00	\$ 800.00	\$ 756.00	\$ 4,671.00
Architectural Systems Drafter	2	15	\$ 1,335.00	\$ 800.00	\$ 504.00	\$ 2,639.00
Automotive Chassis Technician Spec	2	17	\$ 1,513.00	\$ 800.00	\$ 504.00	\$ 2,817.00
Automotive Climate Control Technician	2	14	\$ 1,246.00	\$ 800.00	\$ 504.00	\$ 2,550.00
Automotive Elec/Electronic Sys Tech	1	9	\$ 801.00	\$ 800.00	\$ 252.00	\$ 1,853.00
Automotive Engine Performance Technician	2	16	\$ 1,424.00	\$ 800.00	\$ 504.00	\$ 2,728.00
Automotive Engine Repair Technician	2	15	\$ 1,335.00	\$ 800.00	\$ 504.00	\$ 2,639.00
Automotive Refinishing Assistant I	1	13	\$ 1,157.00	\$ 800.00	\$ 252.00	\$ 2,209.00
Automotive Refinishing Assistant II	1	10	\$ 890.00	\$ 800.00	\$ 252.00	\$ 1,942.00
Automotive Trans/Transaxle Tech	2	18	\$ 1,602.00	\$ 800.00	\$ 504.00	\$ 2,906.00
Basic Fire Company Officer	2	13	\$ 1,157.00	\$ 800.00	\$ 504.00	\$ 2,461.00
Basic Metal Fabricator	2	10	\$ 890.00	\$ 800.00	\$ 504.00	\$ 2,194.00
Basic Residential A/C System Design	1	16	\$ 1,424.00	\$ 800.00	\$ 252.00	\$ 2,476.00
Basic Shielded Metal Arc Welder	1	10	\$ 890.00	\$ 800.00	\$ 252.00	\$ 1,942.00
Bilingual Customer Service Specialist	2	15	\$ 1,335.00	\$ 500.00	\$ 504.00	\$ 2,339.00
CAD Operator	2	20	\$ 1,780.00	\$ 800.00	\$ 504.00	\$ 3,084.00
CDA Preparation	1	11	\$ 979.00	\$ 800.00	\$ 252.00	\$ 2,031.00
Child Development Specialist	1	14	\$ 1,246.00	\$ 800.00	\$ 252.00	\$ 2,298.00
CISCO CCNP Specialist	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00
CISCO Network Specialist	1	16	\$ 1,424.00	\$ 800.00	\$ 252.00	\$ 2,476.00
CNC Specialist	2	20	\$ 1,780.00	\$ 800.00	\$ 504.00	\$ 3,084.00
Criminal Justice Specialist	1	15	\$ 1,335.00	\$ 800.00	\$ 252.00	\$ 2,387.00
Design & Media Production Specialist	2	16	\$ 1,424.00	\$ 800.00	\$ 504.00	\$ 2,728.00
Digital Illustration Specialist	2	22	\$ 1,958.00	\$ 800.00	\$ 504.00	\$ 3,262.00
Drafter's Assistant	1	11	\$ 979.00	\$ 800.00	\$ 252.00	\$ 2,031.00
Early Childhood Care and Edu. Basics	1	9	\$ 801.00	\$ 800.00	\$ 252.00	\$ 1,853.00
Early Childhood Program Administration	1	9	\$ 801.00	\$ 800.00	\$ 252.00	\$ 1,853.00
Electrical Utility Technician	2	30	\$ 2,670.00	\$ 800.00	\$ 504.00	\$ 3,974.00
Emergency Medical Technician	2	16	\$ 1,424.00	\$ 800.00	\$ 504.00	\$ 2,728.00
Esthetician	3	33	\$ 2,937.00	\$ 800.00	\$ 756.00	\$ 4,493.00
Fire Fighter I	2	15	\$ 1,335.00	\$ 800.00	\$ 504.00	\$ 2,639.00
Fire Fighter II	2	13	\$ 1,157.00	\$ 800.00	\$ 504.00	\$ 2,461.00
Fire Officer I	1	14	\$ 1,246.00	\$ 800.00	\$ 252.00	\$ 2,298.00
Fire Officer II	1	14	\$ 1,246.00	\$ 800.00	\$ 252.00	\$ 2,298.00
Garden Center Technician	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00
Gas Metal Arc Welder	1	13	\$ 1,157.00	\$ 800.00	\$ 252.00	\$ 2,209.00
Gas Tungsten Arc Welder	1	13	\$ 1,157.00	\$ 800.00	\$ 252.00	\$ 2,209.00
Geriatric Care Assistant	1	15	\$ 1,335.00	\$ 800.00	\$ 252.00	\$ 2,387.00
Graphic Design & Prepress Technician	2	24	\$ 2,136.00	\$ 800.00	\$ 504.00	\$ 3,440.00
Healthcare Assistant	3	35	\$ 3,115.00	\$ 800.00	\$ 756.00	\$ 4,671.00
Healthcare Science	2	38	\$ 3,382.00	\$ 800.00	\$ 504.00	\$ 4,686.00
Industrial Electrician	1	10	\$ 890.00	\$ 800.00	\$ 252.00	\$ 1,942.00
Industrial Fluid Power Technician	1	11	\$ 979.00	\$ 800.00	\$ 252.00	\$ 2,031.00
Industrial Motor Control Technician	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00
Infant/Toddler Child Care Specialist	1	15	\$ 1,335.00	\$ 800.00	\$ 252.00	\$ 2,387.00
Interior Design Assistant	2	26	\$ 2,314.00	\$ 800.00	\$ 504.00	\$ 3,618.00
Interior Window Treatments	2	13	\$ 1,157.00	\$ 800.00	\$ 504.00	\$ 2,461.00
Internet Specialist--Web Site Developer	2	35	\$ 3,115.00	\$ 800.00	\$ 504.00	\$ 4,419.00
Landscape Design Technician	2	19	\$ 1,691.00	\$ 800.00	\$ 504.00	\$ 2,995.00
Landscape Specialist	1	15	\$ 1,335.00	\$ 800.00	\$ 252.00	\$ 2,387.00

Lathe Operator	1	13	\$ 1,157.00	\$ 800.00	\$ 252.00	\$ 2,209.00
LINUX/UNIX System Administrator	1	16	\$ 1,424.00	\$ 800.00	\$ 252.00	\$ 2,476.00
Medical Front Office Assistant	2	22	\$ 1,958.00	\$ 800.00	\$ 504.00	\$ 3,262.00
Microsoft Excel Application User	2	13	\$ 1,157.00	\$ 800.00	\$ 504.00	\$ 2,461.00
Microsoft Office Applications Professional	2	22	\$ 1,958.00	\$ 800.00	\$ 504.00	\$ 3,262.00
Mill Operator	1	13	\$ 1,157.00	\$ 800.00	\$ 252.00	\$ 2,209.00
Motorsports Chassis Technician	2	19	\$ 1,691.00	\$ 800.00	\$ 504.00	\$ 2,995.00
Motorsports Engine Builder	2	10	\$ 890.00	\$ 800.00	\$ 504.00	\$ 2,194.00
Motorsports Fabrication Technician	2	21	\$ 1,869.00	\$ 800.00	\$ 504.00	\$ 3,173.00
Nurse Aide	2	13	\$ 1,157.00	\$ 800.00	\$ 504.00	\$ 2,461.00
Office Accounting Specialist	2	14	\$ 1,246.00	\$ 800.00	\$ 504.00	\$ 2,550.00
Ornamental Iron Fabricator	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00
Patient Navigator	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00
PC Repair and Network Technician	2	18	\$ 1,602.00	\$ 800.00	\$ 504.00	\$ 2,906.00
Pharmacy Assistant	3	35	\$ 3,115.00	\$ 800.00	\$ 756.00	\$ 4,671.00
Phlebotomy Technician	3	24	\$ 2,136.00	\$ 800.00	\$ 756.00	\$ 3,692.00
Programmable Control Technician I	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00
Residential Wiring Technician	2	16	\$ 1,424.00	\$ 800.00	\$ 504.00	\$ 2,728.00
Robotic Technician	2	20	\$ 1,780.00	\$ 800.00	\$ 504.00	\$ 3,084.00
Shampoo Technician	1	11	\$ 979.00	\$ 800.00	\$ 252.00	\$ 2,031.00
Supervisor/Management Specialist	1	12	\$ 1,068.00	\$ 800.00	\$ 252.00	\$ 2,120.00
Sustainable Urban Agriculture Tech	2	18	\$ 1,602.00	\$ 800.00	\$ 504.00	\$ 2,906.00
Technical Specialist	3	36	\$ 3,204.00	\$ 800.00	\$ 756.00	\$ 4,760.00

\*Based on fulltime enrollment

Revised 2/1/2017

Books and Supply costs are estimates only and subject to change without notice.



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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](#)[Accel 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](http://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, you should 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 will 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**  
 2990 Landrum Education Drive  
 Oakwood, GA 30566

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: [www.GAcollge411.org](http://www.GAcollge411.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

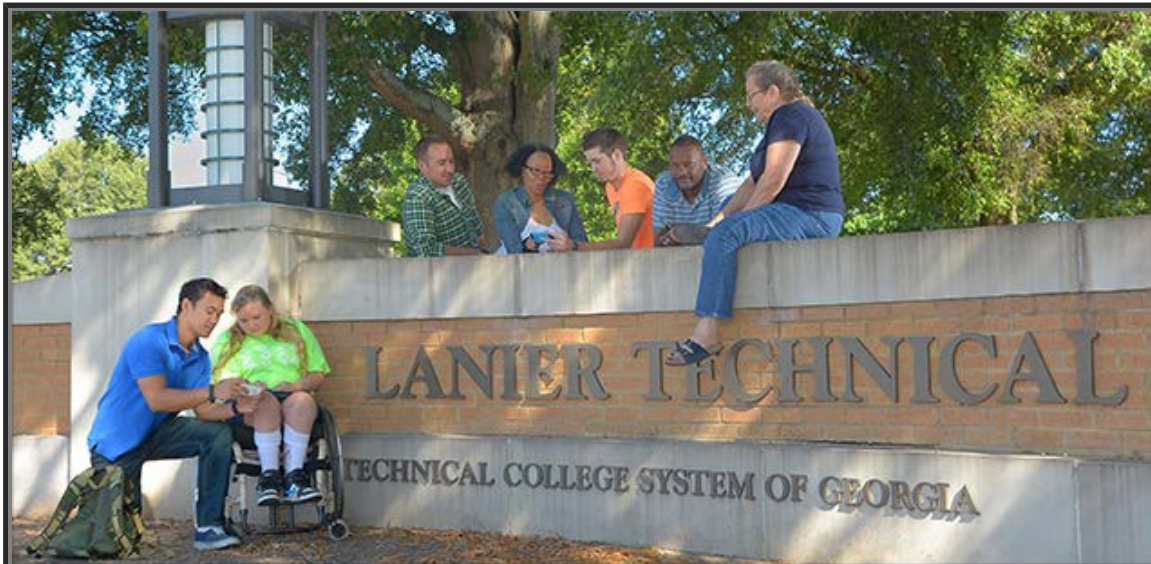
### Outgoing Transient Students (LTC Transient Students Enrolling in Other Colleges)

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](http://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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Technical College

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Request Info

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## Financial Aid

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### Net Price Calculator

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### Refunds

### Eligibility

### FAQ's

### Contact Financial Aid

### Financial Aid Disclosure

### 7 Easy Steps to the FAFSA (video)

### Work Study Positions

## 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](http://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.

[Campuses / Contact Us / Directions](#)

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2990 Landrum Education Drive, Oakwood, Georgia 30566  
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 following sources, in order, up to the total net amount disbursed from each source. The aid programs are as follows: Unsubsidized FFEL/Direct Stafford Loan, Subsidized Stafford Loan, Perkins Loan, FFEL/Direct Plus, Pell Grant, FSEOG Grant and Other Title IV programs.
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.

For those students receiving federal financial aid, the technical colleges shall make available Consumer Information that may be found at [www.ifap.ed.gov](http://www.ifap.ed.gov) under the appropriate aid year's Handbook. 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 process (R2T4) outlined in the Federal Student Aid Handbook.

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
Technology Fee:	\$105.00 per semester
Instructional Fee:	\$55.00 per semester
Insurance Fee:	\$4.00 per semester
Graduation Fee:	\$35.00 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.

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, technology, instructional, application, insurance fees and if applicable, late fee.

Tuition and fees listed are effective as of Fall Semester 2016 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 current Driver's License issued by the state of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.
- 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.
- An approved completed FAFSA for the current financial aid year.
- A current valid Permanent Resident Card (USCIS form I-151 or I-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).

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 outlined 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](http://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](http://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, WIA, 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](http://www.fafsa.ed.gov). Students should check with the Financial Aid Office regarding their application status. This process should be completed each year, after filing taxes for the prior year, but before June 1, to be considered for assistance in the next academic year which begins with fall semester.



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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 FAFSASM to register, you can register at [www.sss.gov](http://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 [click here](#) to complete the "Student Aid Eligibility Worksheet" 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
  - Healthcare Science



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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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## Accel Program

Dual credit students, who are simultaneously enrolled at an eligible public Georgia high school and an eligible Georgia public or private postsecondary institution, taking degree level courses, may be eligible for an Accel program award. The Accel program award can be used to cover the cost of tuition for fall and spring semester. Students cannot receive Accel program funding for summer term.

Effective Fall Semester 2011, Accel credit hours are not counted as Attempted-Hours in the 127 Combined Paid-Hours limit. Accel hours prior to Fall Semester 2011 are included in the 127 Combined Paid-Hours limit, which includes payments from the HOPE Scholarship, HOPE Grant, and Accel programs.





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## Georgia Public Safety Memorial Grant

### Georgia Public Safety Memorial Grant

The Georgia Public Safety Memorial (GPSM) 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's Strategic Industries Workforce Development Grant (SIWDG)

Beginning with Fall Semester 2013, students who are receiving the HOPE Grant may also be eligible for additional financial assistance from Georgia's Strategic Industries Workforce Development Grant (SIWDG) 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 Grant for the same term. The amount of the SIWDG Award is a fixed amount for each term of enrollment:

<b>Enrolled Hours</b>	<b>Award Amount</b>
9+ hours	\$500.00
3 - 8 hours	\$250.00
1 - 2 hours	\$125.00

The HOPE GED Grant, HOPE Grant, and SIWDG 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 SIWDG Award.



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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 injuries 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 than 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)  
<http://www.GAcollge411.org>



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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.

- 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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## 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](http://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 FAQs

### How do I drop or add a course?

Contact your faculty advisor. Students may drop courses via Banner Web or may complete a drop/add form and submit to the Office of Student Affairs. Should you have questions, please contact the Records Management Secretary at 770-533-7012 or [mrichards@laniertech.edu](mailto:mrichards@laniertech.edu) or the Assistant Registrar at 770-533-7015 or [eisenman@laniertech.edu](mailto:eisenman@laniertech.edu).

### Where do I get a copy of my transcript?

Transcripts may be requested in the Office of Student Affairs at each campus or by downloading and completing a Transcript Request Form. Should you have questions, please contact the Registrar's office at 770-533-7025, or [registrar@laniertech.edu](mailto:registrar@laniertech.edu).

### Is there a transcript fee?

There is a \$5 fee for each official transcript requested. There is no charge for unofficial copies of transcripts. Unofficial copies of transcripts are also available via Banner Web. Should you have questions, please contact the Registrar's office at 770-533-7025, or [registrar@laniertech.edu](mailto: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](mailto: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 770-531-6312 to make other arrangements. Dawson County Campus students may purchase their books at the Forsyth Campus or by contacting the Oakwood Campus bookstore at 770-531-6312 to make other arrangements. Some online services are also available via the website at [Buy Textbooks](#). Should you have questions, please contact the Oakwood Campus bookstore at 770-531-6312.

### 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](mailto: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](mailto: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 check will be mailed to the student's address or deposited directly into the student's bank account. An ACH authorization form must be signed and returned to the Business Office/Administrative Services at the Oakwood Campus. The ACH authorization form is available in the Business Office/Administrative Services at the Oakwood Campus or can be sent to a student's email address. Should you have questions, please contact the Registrar at 770-533-7016 or [sbaker@laniertech.edu](mailto:sbaker@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](mailto: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](mailto: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](mailto: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

Textbooks may be purchased from the bookstore. The bookstore inventory includes new or used textbooks for purchase or rent. Rented textbooks are available for most classes. Books may be purchased or rented at the Oakwood, Forsyth or Barrow campuses or online at <http://www.bkstr.com/laniertechstore/home>. Supplies required or suggested by the instructor may be available for purchase in the bookstore. In addition, school spirit items are part of the inventory.

### Buybacks

The bookstore does buybacks year-round expect for the first two weeks of each term. This provides students with maximum buyback time without causing "Book Rush" confusion.

### Refunds

Students may receive a full refund for a textbook purchases if:

- Return is initiated within the first week of class for the term
- An original receipt is presented at the time of the return
- Textbook is in the same condition as when purchased. New textbooks cannot show wear and tear and cannot have pen or pencil marks in or on the book, If the textbook was shrink wrapped when purchased, the returned textbook must still be in unopened shrink wrap.

Note: We recommend students confirm with the instructor that the textbook is the one needed for class prior to removing the shrink wrap.

You can contact us at the Oakwood campus at 770-531-6312 or email at [laniertech@bkstr.com](mailto:laniertech@bkstr.com).

The bookstore hours will be extended at the beginning of each term to meet student needs. The bookstore hours are as follows but may be subject to change:

#### Oakwood Bookstore

Monday - Thursday      9:00 am - 6:00 pm  
Friday - Saturday      Closed

#### Forsyth County Bookstore

Monday                      10:00 am - 6:00 pm (closed from 1:00 pm - 2:00 pm for lunch)  
Tuesday - Wednesday    Closed  
Thursday                    10:00 am - 6:00 pm (closed from 1:00 pm - 2:00 pm for lunch)  
Friday - Saturday      Closed

Jackson and Barrow books are stocked at the Barrow bookstore which is a "RUSH ONLY" store and only open the first week of class. After the first week of class, those books will be available at the Oakwood Campus.

Dawson and Forsyth books are stocked at the Forsyth bookstore.

Students who wish to purchase their books at another campus may email the Oakwood bookstore and request that the books be transferred to the store location of their choice. Bookstore staff will make every effort to have the textbooks at the requested location the next business day. However, especially during the first week of the term, the transfer may require additional time. Therefore, the college recommends students email the store to verify the books arrived at the requested location to prevent unnecessary trips to the store.

Online students who are purchasing books on campus should check the store's website at <http://www.bkstr.com/laniertechstore/home> to see which campus their textbooks are located. They will need course number and instructor (example-CRJ 101/Internet-Chapman). **The bookstore does not use Course Reference Numbers.**

Students may use Financial Aid in the bookstore once the College Financial Aid Office awards the aid and

provides the award information to the bookstore. The student will need a printed schedule and the Student ID Card to utilize their aid for textbook purchases.



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**Business Hours**

Normal business hours are from 7:30 am until 7:00 pm, Monday through Thursday.

**Academic Affairs**

Oakwood Campus	7:30 am - 7:00 pm
Forsyth County	8:00 am - 7:00 pm
Barrow County	7:00 am - 7:00 pm
Jackson County	7:00 am - 5:30 pm
Dawson County	7:30 am - 6:00 pm

**Administrative Services**

Oakwood Campus	8:00 am - 7:00 pm
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**Adult Education**

All Counties	8:30 am - 7:00 pm
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**Economic Development**

Oakwood Campus	7:00 am - 6:00 pm
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**Student Affairs**

Oakwood Campus	7:30 am - 7:00 pm
Forsyth County	7:30 am - 7:00 pm
Barrow County	7:30 am - 7:00 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 public safety office. No students 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.

<b>Hall County-Lecture Hall</b>	seats 210 people	770-533-6920
<b>Forsyth County-Meeting Room</b>	seats 80 people	678-341-6626
<b>Forsyth County- Conference Center</b>	maximum capacity 1400	678-341-6619
<b>Jackson County-Meeting Room</b>	seats 200 people	770-535-6270
<b>Barrow County-Meeting Room</b>	seats 90 people	770-297-4513
<b>Barrow County-Lobby Space</b>	maximum capacity 90	770-297-4513
<b>Dawson County-Meeting Room</b>	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](http://www.gainesvilletimes.com)  
[www.laniertech.edu](http://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 Oakwood 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 Oakwood 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 (Oakwood 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.

The parking area on the Oakwood campus along Mathis Drive across from the University of North Georgia is reserved for Cosmetology patrons only. Cosmetology patrons must display a valid cosmetology patron slip while parked in this area. Failure to comply with this policy may result in a parking ticket being issued.

### 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

### 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:

Mallory Safley  
 Coordinator of Disability Services  
 770-533-7003  
 Lanier Technical College  
 2990 Landrum Education Drive  
 Oakwood, GA 30566  
[msafley@laniertech.edu](mailto:msafley@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](mailto: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.

**Menu**[Catalog Home](#)[General Information](#)[Academic Regulations](#)[Admissions](#)[Campus Facilities](#)[Course Descriptions](#)[Financial Information](#)[General Code of Behavior](#)[Program Descriptions](#)[Registration](#)[Student Affairs](#)[<< return to Catalog Home Page](#)**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 is 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 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 by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law (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 College 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 for 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 Free Campus Act

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Lanier Technical College has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Lanier Technical College expects faculty, staff, and students to meet appropriate standards of performance, to observe basic rules for good conduct, and to comply with college Student and Personnel Policies and Procedures. In the discharge of its responsibilities as an employer, Lanier Technical College aggressively promotes and requires a drug-free campus among its students, faculty, and staff.

Institutional standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or as part of any institutional-sponsored activities. Sanctions up to and including dismissal and referral for prosecution will be imposed for the violation of these standards. The Office of Student Affairs provides assistance to students with drug or alcohol-related problems.

Criminal Sanctions: Federal law prohibits the possession, manufacture, or distribution of various controlled substances. Penalties for these offenses vary depending upon the severity of the convictions but may include imprisonment of up to 40 years with large fines. Penalties double when the offenses occur within 1,000 feet of a postsecondary educational institution.

Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted under the laws of the state, the United States, or any other state of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug shall as of the date of conviction be suspended from the public educational institution in which such person is enrolled. Except for cases in which the college has previously taken disciplinary action against a student for the same offense, such suspension shall be effective as of the date of conviction even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction, the student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or other similar period; and the educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

Title 20-3-2 of the Official Code of Georgia Annotated specifies that any student organization functioning in conjunction with, incidental to the college which through its officers, agents or responsible members knowingly permits or authorizes the sale, distribution, serving, possession, consumption or use of marijuana, a controlled substance or dangerous drug at any affair, function or activity of that student organization, social or otherwise, which such sales, distribution, serving, possession, consumption or use is not in compliance with the laws of this state, shall be expelled from campus for a minimum of one calendar year from the year of determination of guilt, which it is affiliated or at which it operates, with any and all leasing, possession or use agreements respecting the student organization's use of institutional property to be terminated by operation of law for any such knowing, permission or authorization of the unlawful actions defined in the Code section, subject to the administrative review and hearing procedures set for in this Code section.

Failure to comply with any part of this program will result in serious adverse personnel action, including dismissal or the requirement that the offender satisfactorily participate in a drug abuse assistance program which has been approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

Drug use puts the individual at risk of addiction, violence, unplanned and unsafe sex, and suicide in addition to often permanent damage to the user's body. Damage to the brain, liver and overall body systems often occurs. Malnutrition, loss of teeth and hair, and sores on the skin are also side effects of certain drugs. Drug users are often irritable, argumentative, tired, and have many absences due to loss of interest in school and a negative attitude.

Questions regarding this policy should be directed to the Human Resources Office if it is in regard to

employees and to Special Populations if it is in regard to students.

**Sources of Help for Alcohol/Drug Dependency**

<p><b>AVITA PARTNERS Behavioral Health Services</b>                  (Low income/sliding scale fees)                  Locations:                  Hall County                  Forsyth County                  Banks County                  Dawson County</p>	<p>678-207-2900                  678-341-3840                  706-894-3700                  706-864-6822</p>
<p><b>Laurelwood</b>                  (Mental Health Services at Northeast Georgia Medical Center)</p>	<p>770-219-3800</p>
<p><b>HALT Club</b>                  (Twelve Step Program)</p>	<p>770-534-3777</p>
<p><b>National Clearinghouse for Drug and Alcohol Information</b></p>	<p>1-800-729-6686</p>
<p><b>United Way 2.1.1 Helpline</b></p>	<p>770-534-0617</p>



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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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## 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. This flyer is part of our efforts to ensure this collaborative endeavor is effective. Our hope is that you will read it carefully and use the information to help ensure a safe environment for everyone at Lanier Technical College.

### Campus Public Safety

We at Lanier Technical College strive to provide a safe and secure educational environment for our students, faculty, and staff. We provide professionally trained, licensed law enforcement officers to accommodate any and all safety and security needs.

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 keeps its crime reports for a period of three years and they are always available to students, faculty, and staff upon request. Additionally, the crime statistics are available on the College website ([www.laniertech.edu](http://www.laniertech.edu)), in the college Catalog and Student Handbook, and on a flyer available in the Student Affairs Division reception area at each campus.

Any questions or concerns related to safety and security should be reported to the security officer on duty or Paula Davidson in Administrative Services at 770-531-6310, between the hours of 8 a.m. and 7 p.m., Monday through Thursday, excluding holidays. To report any incident or crime on campus, call the switchboard at your respective campus or center. If after normal school hours, call 911.

### General Information

Campus Security 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.

<b>Crime Category</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
Murder	0	0	0	0
Sex Offenses/Forcible or Non-forcible	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	1	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Possessions	0	0	0	0

The following non-Clery Act incidents occurred at one or more of Lanier Technical College's campuses or centers in:

FY2011 – Thefts (7); Vandalism (2)

FY2012 – Thefts (6); Vandalism (2); (Unlawful Harassment (2)

FY2013 – Thefts (1)

FY2014 – (0)

The following incidents occurred at one or more public properties adjacent to one of Lanier Technical College's campuses or centers in:

FY2011 – (0)

FY2012 – Burglary (1)

FY2013 – Simple Assault (1); Theft (3)

FY2014 – Robbery (1); Burglary (3); Motor Vehicle Theft (1); Drug Law Violations (2); Crime Involving Bodily Injury (1)

### **Notification of Sex Offenders**

Information concerning registered sex offenders may be obtained at your local Sheriff's department or at the following GBI website: <http://gbi.georgia.gov/georgia-sex-offender-registry>.

### **Policy on Mandatory Reporting of Crimes**

Any student or staff member at Lanier Technical College who has reasonable cause to believe that a student or staff member has committed any of the following acts upon college property or at any college function may make a written incident report to the Student Affairs Division.

- Aggravated assault (involves body dismemberment or disfigurement).
- Sexual offenses (including rape, assault, and/or public indecency, etc.).
- Carrying a deadly weapon at the college or at any college event (deadly weapons include explosive compounds, firearms, or a knife, designated for the purpose of offense and defense).
- Possession, distribution, or use of controlled substances.
- Threats to harm persons or property.
- Damage to school property.

### **Drug Free Environment Statement**

Lanier Technical College is concerned about the well being of its students and employees. Therefore, it recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishments of the college's mission and goals.

In accordance, the following is declared:

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong.
- Standards of conduct prohibit the unlawful possession, use, distribution, of illicit drugs and alcohol by students or staff on college premises, or as a part of any school sponsored activity.
- Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through the Student Affairs Division.
- Disciplinary actions as outlined by the [Catalog and Student Handbook](#) will apply to students and the Technical College System of Georgia policy, as outlined in the [Lanier Technical College Employee Handbook](#) will apply to employees.

### **Health Emergency Procedure**

In case of a health emergency, the following should be done:

- Notify the closest administrative office of the medical emergency or call the switchboard at your respective Campus.
- The appropriate administrator will assess the situation and
  - 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.

### **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. If possible, an Accidental Injury/Service Provider Form should be taken to the medical facility at the time of treatment. Both of these forms can be obtained from instructors (forms are located on the Intranet) or from 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. Lanier Technical College's contact for student insurance is Ruth Perry, at 770-531-2729.

### **Emergency Procedures**

Emergency procedures are outlined in the [Catalog and Student Handbook](#) located on the college website at [www.laniertech.edu](http://www.laniertech.edu).

### **Alert System**

Lanier Technical College utilizes the E2Campus for emergency notifications. The E2Campus system is a notification system utilized to communicate with the College's students and employees should an emergency situation arise. This system is only used in safety/health emergency situations and to announce the closing of the College for inclement weather. Students and employees may choose to sign up to receive these notifications by text message and/or email through the Lanier Technical College website ([www.laniertech.edu](http://www.laniertech.edu)). Although the registration for the system is not mandatory, the College

encourages all students and employees to sign up for these notifications. The President, Vice Presidents and Deans of the College may initiate and send these notifications. The President will generally evaluate the situation and determine if the situation warrants that a notification be sent. If the President is not available, the Vice President or Dean in the administrative role at the time the emergency occurs will make that determination. The notification will be sent as soon as possible if it is determined that the emergency may affect the safety and/or health of the students and employees. If the situation extends to the larger community, the President or his designee will inform the appropriate authorities as necessary. The Vice President of Technology sends a test alert annually to verify that the system is working properly.

### **Health, Safety, and Physical Operation Plans**

The Health and Safety Plan and the Physical Operation Plan are available to students by calling the Office of the Vice President of Administrative Services at 770-531-6310.

### **Statement of Equal Opportunity**

As set forth in its Catalog and Student Handbook, 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, or citizenship status (except in those special circumstances permitted or mandated by law).

Equity Coordinator for the College &  
Sexual Harassment Officer for Students  
Nancy Beaver, Vice President for Student Affairs  
Building 200, Office 201-I  
770.531.2558  
[nbeaver@laniertech.edu](mailto:nbeaver@laniertech.edu)

Section 504/ADA Coordinator  
Mallory Safley, Coordinator of Disability Services  
Building 200, Office 204-F  
770.531.6330  
[msafley@laniertech.edu](mailto:msafley@laniertech.edu)

Lanier Technical College as a constituent of the Technical College System of Georgia does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all education programs and activities including admissions policies, scholarship and loan programs, athletic and other Department 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.



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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 Complaint 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 Complaint 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 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, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary 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. The college staff has no 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.**
- E. **The mailing address and telephone number for the Council on Occupational Education is located in the front of this catalog for cases where the grievance is not settled at the institutional level.**

#### **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 Notification Requirements

### **I. VOTER REGISTRATION, 20 U.S.C. §1094(a)(23)(A).**

The 1998 Higher Education Act requires all post-secondary institutions to make a good-faith effort to distribute voter registration forms to each degree or certificate-seeking student that attends classes on campus, and to make such forms widely available to students. (The law does not apply in states with no voter registration requirement or where voters can register at the time of voting). The institution must request forms from the state 120 days prior to the deadline for registering to vote in the state. In Georgia, the deadline for registering is usually the fifth prior to the date of the primary or election. The law applies to all general and special elections for federal office (i.e. President, Vice President, Senator, and Representative to the U.S. Congress, see 2 U.S.C §431(3)) and includes elections for Governor and other state chief executive.

### **II. DRUG FREE SCHOOLS AND COMMUNITIES ACT, ("DFSCA"), 20 U.S.C. §1145(g), 34 C.F.R. §86.1 et seq.**

The DFSCA requires institutions receiving federal financial assistance to establish drug and alcohol prevention programs for students and employees. At a minimum, each institution must distribute to all students and employees annually:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any college activities;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees and students; and clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.
- The law further requires an institution of higher education to conduct a biennial review of its program to:
  - i. Determine the program's effectiveness and implement changes if they are needed; and
  - ii. Ensure that the sanctions developed are consistently enforced. See 34 C.F.R. §86.100.

Institutions were required to make a one-time certification to the Secretary of Education that the college has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. See 34 C.F.R. §86.4-86.6.

The biennial review of the program and any other records relating to the drug prevention program certification must be retained for three (3) years. Records relating to any litigation, claim, audit or other action involving the records must be retained for three (3) years or until completion of the action and resolution of all issues that arise from such litigation, claim, audit, etc. See 34 C.F.R. §86.103

### **III. FINANCIAL AID, PROGRAMS AND ATHLETICS INFORMATION, 20 U.S.C. §1092; 34 C.F.R. §668.**

Detailed information is required under the Higher Education Amendments regarding financial aid, tuition, fees and other costs of attendance, academic programs, accreditation, handicapped services/facilities, study abroad and completion/graduation, transfer-out rates, as applicable, and athletic program information.

#### **A. Financial Assistance Information, 34 C.F.R. §668.42.**

Institutions must publish and make readily available to all current students and all prospective students upon request a description of all federal, state, local, private and institutional student financial assistance programs available to students, including both need-based and non-need-based programs. For each financial aid program described, the information must include:



1. procedures and forms by which students apply for assistance;
2. student eligibility requirements;
3. the criteria for selecting recipients; and
4. the criteria for determining the amount of a student's award.

These materials must be made available to students via appropriate publications and mailings before they enter into a financial obligation with the institution. 34 C.F.R. §668.42(b).

The institution must describe the rights and responsibilities of students that receive financial assistance under the Title IV, HEA Programs, including specific information regarding:

1. the criteria for continued student eligibility under each program;
2. standards which the student must maintain in order to be considered to be making satisfactory progress for purpose of receiving financial assistance and the criteria by which the student who has failed to maintain satisfactory progress may re-establish his/her eligibility for financial assistance;
3. the method by which financial assistance disbursements are made to students and the frequency thereof;
4. the terms of any loan received by a student, a sample loan repayment schedule and the necessity for repaying loans;
5. the general conditions and terms that apply to any employment which is part of a students' financial assistance package;
6. the institution must provide and collect exit counseling information as required by 34 C.F.R. 674.42 for Perkins Loan Program borrowers by 34 C.F.R. 685.304 for William D. Ford Federal Direct Student Loan Program borrowers and by 34 C.F.R. 682.604 for Federal Stafford Loan Program borrowers; and
7. the conditions under which students receiving Federal Family Education Loan or Ford Direct Loan assistance may obtain repayment deferrals for service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973 or comparable volunteer community service. See 34 C.F.R. 668.42.

#### **B. Institutional Information, 34 C.F.R. §668.43.**

Institutions must publish and make readily available to all current and prospective students certain required institutional information. This information must be made available to enrolled or prospective students, on request, via appropriate publications, mailings or electronic media before the student enters into a financial obligation with the institution. 34 C.F.R. §668.41(d). The required institutional information must include:

1. costs of attendance, including tuition and fees, estimates of necessary books and supplies, estimates of typical charges for room and board, transportation costs for students, and any additional costs of a program in which a student is enrolled or has expressed an interest;
2. a statement of the refund policy for return of unearned tuition and fees or other costs paid to the institution;
3. the procedures for officially withdrawing from the college;
4. a summary of the requirements (under 34 C.F.R. §668.22) for the return of Title IV grant or loan assistance;
5. the academic programs of the institution, including current degree programs and other educational and training programs, the instructional laboratory and other physical facilities that relate to the academic program, and the institution's faculty and instructional personnel;
6. the names of any entities which accredit, approve or license the institution in its programs, and the procedures by which documents describing that activity can be reviewed pursuant to 34 C.F.R. §668.43(b);
7. a description of any special facilities and services for handicapped students;
8. the title of persons designated under 34 C.F.R. §668.44 as those who are available on a full-time basis to assist enrolled or prospective students in obtaining financial aid and institutional information; and
9. a statement that enrollment in a study-abroad program approved for credit by the home institution may be considered enrollment at the home institution for purposes of applying for assistance under Title IV, HEA Programs. The institution must also make available to any enrolled or prospective student, upon request, a copy of the documents that describe the institution's accreditation, approval or licensing. In addition, unless a waiver has been granted (pursuant to 34 C.F.R. §668.45(b)), the institution must designate an employee or group of employees that must be available on a full-time basis to assist enrolled or prospective students in obtaining the financial aid or institutional information specified in 34 C.F.R. §668.43 and §668.44

#### **C. Completion or Graduation Rate Information, 34 C.F.R. §668.45.**

An institution is required to prepare annually information regarding completion or graduation rates of certificate or degree-seeking full-time undergraduate students. Institutions whose mission is to prepare students to enroll in another institution must compile information on its transfer-out rate. Guidance on the methods for determining the completion/graduation rate and transfer-out rate is provided in 34 C.F.R. §668.45. An institution must disclose its completion or graduation rate and, as applicable, transfer-out rate information no later than the July 1 immediately following the 12-month period ending August 31

during which 150% of the normal time for completion or graduation has elapsed for all of the students in the group on which the institution bases its completion or graduation rate and, if applicable, the transfer-out rate calculations.

In addition, institutions may, but are not required to calculate a completion or graduation rate for students who transfer in and/or completion or graduation and transfer-out rates for students who leave to serve in the Armed Forces, on official church missions, with foreign aid service of the U.S. or who become totally disabled. Institutions whose mission does not involve preparing students to enroll in another institution may, if they wish, calculate a transfer-out rate.

The Secretary of Education may grant a waiver of the requirements in this Section to any institution that is a member of an athletic association or conference that has voluntarily published the completion or graduation rate data which the Secretary determines substantially comparable to the data required by this Section. 34 C.F.R. §668.45(e).

**D. ANNUAL SECURITY REPORT, 20 U.S.C. §1092; 34 C.F.R. §668.47.**

The Campus Security Act requires colleges to report crime statistics and other public safety measures, procedures and policies by October 1 of each year. A description of enforcement procedures, as well as crime prevention and education programs, including a campus sexual assault prevention program, must be contained in the Annual Security Report. This report must be distributed to all students and employees and must be made available to all prospective students and employees. Crime statistics must also be reported to the U.S. Secretary of Education per the electronic reporting procedure established by the Secretary. The Annual Campus Security Report must include:

1. Statistics on the occurrence on campus of the specified criminal offenses and disciplinary referrals set forth in the regulations (34 C.F.R. §668.47(c));
2. A statement of current campus policies regarding procedures for reporting criminal actions or other emergencies on campus and policies concerning the institution's response, including policies for timely reporting to members of the campus community the occurrence of crimes which must be reported under Section 668.47(c) and policies for preparing the annual crime statistics;
3. A statement of current policies concerning use and access to campus facilities, including residences, and security considerations in the maintenance of campus facilities;
4. A statement of current policies concerning campus law enforcement, including the enforcement authority and working relationship with state and local police agencies and whether security personnel have arrest powers; policies that encourage accurate and prompt reporting of all crimes to campus police and appropriate police agencies; and any procedures that allow pastoral and professional counselors to inform people they are counseling of any procedures for reporting crimes on a voluntary, confidential basis; and
5. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage them to be responsible for their own security and the security of others;
6. A description of programs designed to inform students and employees about the prevention of crime;
7. A statement of policy about the monitoring and recording of criminal activity at off-campus locations of student organizations recognized by the institution;
8. A statement of policy on the possession, use and sale of alcoholic beverages and enforcement of underage drinking laws;
9. A statement of policy on the possession, use and sale of illegal drugs and enforcement of federal and state drug laws;
10. A description of any drug or alcohol abuse education programs (the institution may cross-reference the materials the institution uses to comply with Section 120 of the HEA, codified at 20 U.S.C. §1011(i)).
11. A statement of policy regarding the institution's campus sexual assault programs to prevent sex offenses, and procedures to follow when a sex offense occurs. This statement must include a description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses, procedures students should follow if a sex offense occurs, information on a student's option to notify proper law enforcement authorities and a statement that institutional personnel will assist the student in notifying these authorities if so requested, notification to students of existing on and off campus counseling, mental health or other student services for victims of sex offenses, notification to students that the institution will change a victim's academic and living situations after an alleged sex offense, and procedures for campus disciplinary action in the case of alleged sex offenses. These procedures for campus disciplinary actions for alleged sex offenses must include a clear statement that: (1) the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding; (2) both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense; and (3) sanctions that the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense.
12. A statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. This will usually be the local Sheriff's Office

having primary jurisdiction for the campus. See 42 U.S.C. §14071(j). Also, the Georgia Bureau of Investigation maintains a searchable web site of registered sex offenders at <http://www.ganet.org/gbi>.

13. Requirements for the distribution of the annual security report are set forth in 34 C.F.R. §668.47(b). Each campus of an institution must comply separately with these requirements. The annual security report must contain the required statistics (34 C.F.R. §668.47(a)(6)) for the three (3) calendar years preceding the year the report is issued. Current statistics must be compiled with the definitions used in the FBI's Uniform Crime Reporting Program. 34 C.F.R. §668.47(b)(3). Under Section 668.47(e), an institution must issue timely warnings of reportable crimes where those warnings may aid in the prevention of similar crimes, or where the crimes are considered by the institution to represent a threat to students and employees.

**E. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 ("FERPA" or "BUCKLEY AMENDMENT"), 20 U.S.C. §1232g; 34 C.F.R. §99.1 et. seq.**

FERPA regulates the disclosure and maintenance of student records at all institutions that receive federal funds. Since the focus of this summary is notification requirements, the various requirements and prohibitions of FERPA are not discussed. For detailed information and discussion of the requirements imposed by FERPA see:

- Department of Education Family Compliance Office web site at: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>
- The Family Educational Rights and Privacy Act. A Legal Compendium Steven J. McDonald, Editor, published by NACUA
- American Association of Collegiate Registrars and Admissions Officers: <http://aacrao.com>
- Association for Student Judicial Affairs: <http://asja.tamu.edu>
- FERPA's notification provision (34 C.F.R. §99.7) requires post- secondary institutions to give students an annual notice describing their rights under FERPA. This annual notice must inform students that they have the right to:
  1. Inspect and review their education records;
  2. Request changes to their education records that they believe are inaccurate, misleading or in violation of the student's privacy rights; and
  3. Consent to disclosure of personally identifiable information from their education records, except to the extent FERPA allows disclosure without consent (see 34 C.F.R. §99.63 and 99.64); and
  4. File a complaint with the Department of Education about the institution's alleged failure(s) to comply with FERPA.

The annual FERPA notice to students must also include:

1. the procedure for exercising the right to inspect and review their education records;
2. the procedure for requesting amendment of their education records; and
3. the institution's policy on disclosing education records to school officials (under 34 C.F.R. §99.31(a)(1)) whom the institution has determined have a legitimate educational interest in such records. The required annual notice may be made "by any means that are reasonably likely to inform the ... students of their rights." 34 C.F.R. §99.7(b). Institutions must use effective means to notify disabled students. 34 C.F.R. §99.7(b).



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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.



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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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## 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 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](http://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.GAcollge411.org](http://www.GAcollge411.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/gsfnew/SandG\\_regs\\_2014.cfm](https://www.gsfc.org/gsfnew/SandG_regs_2014.cfm)



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## HOPE Grant - Joint Enrollment and Dual 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 or dual 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. The credit hours for which a student receives HOPE Grant funds for Dual Credit Enrollment coursework must count toward the Paid-Hours limit and the Combined Paid-Hours limit, if such coursework was attempted during a school term that began prior to July 1, 2008. The credit hours for which a student receives HOPE Grant funds for Dual Credit Enrollment coursework must not count toward the Paid-Hours limit and the Combined Paid-Hours limit, if such coursework was attempted during a school term that began on or after July 1, 2008.



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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 Scholarship and Grant 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 Rules and Regulations, visit:  
[https://www.gsfc.org/gsfnew/SandG\\_regs\\_2014.cfm](https://www.gsfc.org/gsfnew/SandG_regs_2014.cfm)



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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](http://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: [www.GAcollge411.org](http://www.GAcollge411.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 \$10,000 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 [www.GAcollege411.org](http://www.GAcollege411.org):

1. Click on the Financial Aid Planning tab
2. In the Georgia's HOPE Program box click on "Other Georgia Specific Financial Aid Programs"
3. Scroll down to Service Cancelable Loans and click on "The Student Access Loan Program"

Please read the [Student Access Loan \(SAL\) Program Initial Offering Disclosure](#).



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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](http://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.GAcollge411.org](http://www.GAcollge411.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: [Foundations 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. Unemployment forms may be completed in the Office of Financial Aid once benefits have been established by the Labor Department Claims Center office.



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## Veterans and Eligible Dependents

### VA Education Benefits:

The Road Map for Success!

There are many types of Veteran Education benefits. It can be overwhelming to try to make sense of it all and know which benefit will be best for you. Many veterans and active duty personnel can qualify for more than one education benefit program. Depending on individual circumstances, one of these programs may give a student better benefits than the others.

Please devote some time to explore all your options. Below you can see each benefit. Click on the links below to expand a brief description.

[Chapter 33 - Post 9/1 GI Bill](#)

[Chapter 33 - Transfer of Post-9/11 GI-Bill - Benefits to Dependents \(TEB\)](#)

[Chapter 30 - Montgomery GI Bill - Active Duty](#)

[Chapter 1606 - Montgomery GI Bill - Selected Reserve](#)

[Chapter 35 - Survivors' & Dependents' Educational Assistance](#)

The department of Veteran Affairs has developed a step-by-step process that may help a student compare the different education programs and help the student decide which is best for them.

**If you are ready to start on the Road Map for Success,  
then follow these links to the GI Bill website.**

<http://www.gibill.va.gov/apply-for-benefits/road-map/>

[http://www.gibill.va.gov/GI\\_Bill\\_Info/CH33/step-by-step.htm](http://www.gibill.va.gov/GI_Bill_Info/CH33/step-by-step.htm)

### Chapter 33 - Post 9/1 GI Bill

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Eligible individuals include those who serve on active duty at least 90 aggregate days beginning on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days of continuous service. (Discharged individuals must have received an honorable discharge to be eligible, or have a discharge or release for a medical condition Existing Prior to Service (EPTS), Hardship (HDSP), or Condition Interfering with Duty (CIWD).

The Post 9-11 GI Bill<sup>®</sup> will pay eligible individuals full tuition & fees directly to the school for all public school in-state students. A monthly housing allowance (MHA) based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school. For those enrolled solely in distance learning the housing allowance payable is equal to ½ the national average BAH for an E-5 with dependents ((\$754.50 for the 2015 fiscal year). An annual books & supplies stipend of up to \$1,000 paid proportionately based on enrollment. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty.

For more information on the GI Bill Website visit:

[http://www.gibill.va.gov/benefits/post\\_911\\_gibill/index.html](http://www.gibill.va.gov/benefits/post_911_gibill/index.html)

[Download the Chapter 33 Educational Benefits Packet](#)

### Chapter 33 - Transfer of Post-9/11 GI-Bill<sup>®</sup> Benefits to Dependents (TEB)

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As of August 1, 2009, service members have the ability to transfer unused education benefits to their spouses or dependents. First you must go to the DoD transferability application website to determine if your dependents are eligible to receive the transferred benefits.

For more information on the GI Bill Website visit:

[http://www.gibill.va.gov/benefits/post\\_911\\_gibill/transfer\\_of\\_benefits.html](http://www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html)

For more information on the Department of Defense website visit:

[http://www.defense.gov/home/features/2009/0409\\_gibill](http://www.defense.gov/home/features/2009/0409_gibill)

[Download the Chapter 33 Educational Benefits Packet](#)

### **Chapter 30 - Montgomery GI Bill® - Active Duty**

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If you are currently in service, you may be eligible after two years of active duty. Please consult with the Education Services Officer at your installation, or call the toll-free number below, for information about your eligibility.

If you are separated from service, you may be an eligible veteran if you: entered active duty for the first time after June 30, 1985; received a high school diploma or equivalent (or, in some cases, 12 hours of college credit) before the end of your first obligated period of service; received an honorable discharge; continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you have an obligation to serve four years in the Selected Reserve AND entered Selected Reserve within a year of leaving active duty.

For more information on the GI Bill Website visit:

[http://www.gibill.va.gov/benefits/montgomery\\_gibill/active\\_duty.html](http://www.gibill.va.gov/benefits/montgomery_gibill/active_duty.html)

[Download the Chapter 30 Educational Benefits Packet](#)

### **Chapter 1606 - Montgomery GI Bill® - Selected Reserve**

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The MGIB-SR® program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. To qualify, you must meet the following requirements: Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. If you are an officer, you must have agreed to serve six years in addition to your original obligation. For some types of training, it is necessary to have a six-year commitment that begins after September 30, 1990; Complete your initial active duty for training (IADT); Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement; Remain in good standing while serving in an active Selected Reserve unit. You will also retain MGIB - SR® eligibility if you were discharged from Selected Reserve service due to a disability that was not caused by misconduct. Your eligibility period may be extended if you are ordered to active duty.

For more information on the GI Bill Website visit:

[http://www.gibill.va.gov/benefits/montgomery\\_gibill/selected\\_reserve.html](http://www.gibill.va.gov/benefits/montgomery_gibill/selected_reserve.html)

[Download the Chapter 1606 Educational Benefits Packet](#)

### **Chapter 35 - Survivors' & Dependents' Educational Assistance:**

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To be an eligible for Survivors' & Dependents' Education Assistance you must be the son, daughter, or spouse of:

a veteran who died, or is permanently and totally disabled, as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces; a veteran who died from any cause while such service-connected disability was in existence; a service member missing in action or captured in the line of duty by a hostile force; a service member forcibly detained or interned in the line of duty by a foreign government or power; a service member hospitalized or receiving outpatient care for a VA determined service-connected permanent and total disability may be eligible for DEA benefits. (Effective December 23, 2006)

For more information on the GI Bill Website visit:

[http://www.gibill.va.gov/benefits/other\\_programs/dea.html](http://www.gibill.va.gov/benefits/other_programs/dea.html)

[Download the Chapter 35 \(Survivors & Dependents\) Educational Benefits Packet](#)

### **VA Forms and Helpful links:**

- **GI Bill Website:** <http://www.gibill.va.gov/>
- **VA's preferred contact method:**  
[https://gibill.custhelp.com/app/utils/login\\_form/redirect/ask](https://gibill.custhelp.com/app/utils/login_form/redirect/ask)
- **[VA Shopping Sheet](#)**
- **Download Lanier Tech's VA Info Pack:**  
[Chapter 30 Educational Benefits Packet](#)  
[Chapter 32 \(VEAP\) Educational Benefits Packet](#)



[Chapter 33 Educational Benefits Packet](#)  
[Chapter 35 \(Survivors & Dependents Ed. Assistance\) Educational Benefits Packet](#)  
[Chapter 1606 Educational Benefits Packet](#)

- **Calculate your Monthly Housing Allowance:**  
The rate is E-5 with dependents using the zip code as instructed below:  
-If you attend The Forsyth Campus, use the Forsyth Campus Zip Code = 30041  
-If you attend any other of our campuses, use the Oakwood Campus Zip Code = 30566  
<https://www.defensetravel.dod.mil/site/bahCalc.cfm>
- **If this is your first time applying for benefits:**  
<http://www.vabenefits.vba.va.gov/vonapp>
- **If you are transferring from another college:**  
If you attended another college or technical school, and used VA benefits, you must submit a 22-1995 form "Change of Program/Place of Training" to the school certifying official.
- **Do you need to verify your attendance?**  
[http://www.gibill.va.gov/resources/verify\\_attendance/](http://www.gibill.va.gov/resources/verify_attendance/)
- **How to request your military transcripts?**  
To request your Official Military Transcript, please log-on to the Joint Services Transcript web-site:  
<https://jst.doded.mil/official.html>  
-Select "Okay" at the bottom of the screen  
-Press "Register" and follow the steps  
-Create your user name and password  
-Then "Request an Official Transcript" for "Lanier Tech"
- **Submit your "Request for Transfer Credit" Form:**  
<http://www.laniertech.edu/downloads/transfer%20credit%20request%20form.pdf>

**Chapter 31 - VA/VR:**

The Vocational Rehabilitation and Employment (VR&E) VetSuccess Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program. The VetSuccess program assists Veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. For Veterans with service-connected disabilities so severe that they cannot immediately consider work, VetSuccess offers services to improve their ability to live as independently as possible.

A VA Veteran who is eligible for an evaluation under Chapter 31 must first apply for services and receive an appointment with a Vocational Rehabilitation Counselor (VRC). The VRC will work with the Veteran to determine if an employment handicap exists as a result of his or her service connected disability. If an employment handicap is established and the Veteran is found entitled to services. The VRC and the Veteran will continue counseling to select a track of services and jointly develop a plan to address the Veteran's rehabilitation and employment needs.

The rehabilitation plan will specify an employment or independent living goal, identify intermediate goals, and outline services and resources that VA will provide to assist the Veteran to achieve his / her goals. The VRC and the Veteran will work together to implement the plan to assist the Veteran to achieve his or her employment and / or independent living goals.

If A Veteran is found not to be entitled to CH 31 services, the VRC will help him or her locate other resources to address any rehabilitation and employment needs identified during the evaluation. Referral to other resources may include state vocational rehabilitation programs; Department of Labor employment programs for disabled veterans; state, federal or local agencies providing services for employment or small business development; internet-based resources for rehabilitation and employment; and information about applying for financial aid.

For more information about this benefit click here: <http://www.vba.va.gov/bln/vre/>

For more information regarding VA Benefits, the processes for verification, or any other VA/Lanier Tech related questions, please contact Lanier Technical College's VA School Certifying Official.

Phone: 770-533-7022

Fax: 678-989-3181

[ssnow@laniertech.edu](mailto:ssnow@laniertech.edu)



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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](mailto:GVRACustomer-service@gvra.ga.gov).



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## Workforce Investment Act (WIA)

WIA is a form of financial aid available to serve disadvantaged adults and dislocated adult workers. In accordance with WIA guidelines, HOPE and Pell funds must be used first to pay tuition and fees before WIA funds will be used. WIA also pays for books and supplies for students who qualify as well as provides assistance with daily travel and childcare. Information and assistance may be obtained by calling the Georgia Mountains WIA at 770.538.2727, the Northeast Georgia Regional Development Center at 706.369.5703 or 800.533.5872, and the Atlanta Regional Commission at 800.516.5872.



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## Unlawful Harassment

### Harassment Policy

It is the policy of Lanier Technical College to maintain a learning environment that is free of unlawful harassment (including sexual harassment), discrimination, retaliation, and intimidation.

### Procedure

- All students are expressly prohibited from engaging in any form of harassing, retaliation, discrimination, or intimidating behavior or conduct.
- Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion.
- All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner.
- Lanier Technical College 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 student or employee who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal or expulsion.
- Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation is guilty of misconduct and may be subject to disciplinary action, up to and including, dismissal.

### Applicability

This procedure shall uniformly apply to all Lanier Technical College employees, Technical College students, and other persons conducting business with the College. This procedure applies to all interactions between staff and students, and between students, whether or not the interaction occurs during class or on or off campus.

### Definitions

- A. **Unlawful Harassment (Other Than Sexual Harassment):** Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following:
  1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment, or
  2. Has the purpose or effect of unreasonably interfering with an individual's academic or work performance.
- B. **Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment):** Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. 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 circulated in the work place. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.
- C. **Sexual Harassment (a form of unlawful harassment):** Sexual harassment is defined as 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 environment.
- D. **Examples of Sexually Harassing 101 Conduct or Behavior:** Sexually harassing conduct or

behavior (regardless of the gender of the persons involved) includes:

1. Physical touching;
  2. Sexual comments of a provocative or suggestive nature;
  3. Suggestive looks or gestures;
  4. Jokes, printed material or innuendoes intended for and directed to another employee;
  5. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for education, education decisions, or continued enrollment (pressure for sexual favors). This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.
- E. **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, national origin, gender, sexual orientation, political affiliation, or handicap and disability.
- F. **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 who participates in an investigation.

### Reporting

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. However, a student may attempt to resolve any issue arising under this policy informally.
  - a. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any College employee.
  - b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
  - c. After an allegation is made to a College employee that employee shall report the allegation to the President or Title IX Coordinator, as soon as possible, not to exceed 48 hours.
2. Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or the following:

Title IX Coordinator - Vice President for Student Affairs  
Lanier Technical College  
Building 200 Student Affairs Office  
2990 Landrum Education Drive  
Oakwood, GA 30566  
770-533-7001
3. Information relating to these matters will be kept confidential.

### Investigations

1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly. Any President or local investigator is encouraged to consult with the Compliance Officer, Human Resources Director or Executive Director, Legal Services with any questions or concerns.
2. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President.
3. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
5. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.
6. The local investigator who conducts the investigation will present facts in a written report to the President.
7. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

### Review and Disposition

1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation.
2. If the recommendation is that the facts do not support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.
3. If the recommendation is that the facts do support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).

4. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

#### **Appeal by Complainant**

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the President's recommendation
2. The complainant must send the appeal by regular mail, facsimile, or email to the following:  
Executive Director, Legal Services  
1800 Century Place NE, Suite 400  
Atlanta, Georgia 30345-4304



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## Weapons Policy

Lanier Technical College is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material at any LTC campus or site shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

According to state law, possession or carrying of a weapon on campus is prohibited, with the following exceptions:

- Holders of a valid weapon carry license may have a weapon in their vehicle.
- Members of the general public not prohibited by law from possessing a firearm may have a weapon in their vehicle while picking up or dropping off students.
- P.O.S.T. Certified Law Enforcement Officers and others authorized to carry weapons authorized by the President may carry a weapon on campus.

[See also](#) the Official Code of Georgia Annotated sections below.

### Related Authority

#### Offenses Involving Theft

O.C.G.A. § 16-8-12(a)(6)(A)(iii) ("Firearms" means any rifle, shotgun, pistol, or similar device which propels a projectile or projectiles through the energy of an explosive)

#### Bombs, Explosives, and Chemical and Biological Weapons

O.C.G.A. § 16-7-80 (Definitions)  
O.C.G.A. § 16-7-81 (Explosive Materials)  
O.C.G.A. § 16-7-85 (Hoax Devices)

#### Possession of Dangerous Weapons

O.C.G.A. § 16-11-121 (Definitions)

#### Possession of Firearms

O.C.G.A. § 16-11-125.1 (Carrying and Possession of Firearms: Definitions)  
O.C.G.A. § 16-11-126 (Carrying and Possession of Firearms: Carrying)  
O.C.G.A. § 16-11-127 (Carrying Weapons in Unauthorized Locations)  
O.C.G.A. § 16-11-127.1 (Carrying Weapons Within Schools Safety Zones)  
O.C.G.A. § 16-11-129 (Weapons Carry License)  
O.C.G.A. § 16-11-130 (Exemptions from Code Sections 16-11-126 through 16-11-127.2)  
O.C.G.A. § 16-11-133 (Minimum Periods of Confinement for Conviction)  
O.C.G.A. § 16-11-135 (Public and Private Parking Lots)  
O.C.G.A. § 16-11-137 (Required Possession of Weapons Carry License)

#### Operators of Private Detective Businesses and Private Security Businesses

O.C.G.A. § 43-38-10 (Permits to Carry Firearms)





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[Home Page](#) > QEP

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## QEP

### Quality Enhancement Plan (QEP)

[Topic Selection](#)

Lanier Technical College's Quality Enhancement Plan(QEP) is an essential part of the college's reaffirmation of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

[Student Logo Contest](#)

[Logo](#)

SACSCOC defines the QEP as a "carefully designed and focused course of action that addresses a well-defined topic or issue related to enhancing student learning."

[Timeline](#)

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After reviewing the data collected from the faculty, students, and college advisors, the QEP Design Team has defined Lanier Technical College's QEP as "improving student learning in the math Learning Support program".

[Pi Day](#)

[QEP Math Multiplies Opportunities](#)



[QEP Monthly Newsletters](#)

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## Admissions

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### Admissions & Financial Aid Application Deadlines

#### Priority Deadline for Completed Admissions Files

Summer 2016:	April 2, 2016
Fall 2016:	June 30, 2016
Spring 2017:	November 7, 2016
Summer 2017:	March 27, 2017
MOWR Summer/Fall 2017 Priority Deadline: March 24, 2017	

#### Financial Aid Document Deadline

*All required documents must be received at least 30 days prior to your scheduled registration date!*

[Admissions Checklist of Required Documents](#)

[Apply On-line](#)

**MUST MAKE PAYMENT WHEN YOU SUBMIT THE ONLINE APPLICATION WITH A CREDIT/DEBIT OR CHECKING ACCOUNT NUMBER**

[Application form](#) Adobe Reader required



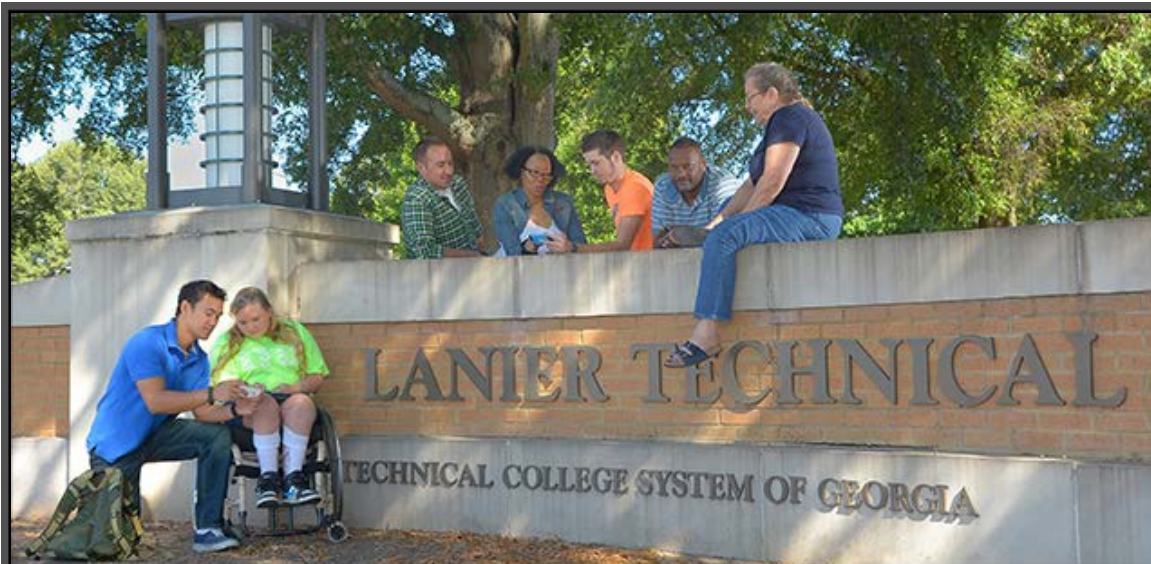
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## Request Information

**Lanier Technical College** has helped thousands of students achieve the education they need to achieve higher success.

Fill out this form and we will contact you by email or phone to answer all of your questions:

### Program

Online Education

### Campus

- not applicable -

**First Name**

**Last Name**

**Phone 1**

**Phone 2**

**Street**

**City**

**State**

Georgia

**Zip**

**Email**

**High School Student?**

Yes No

**Comments**

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## BannerWeb

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## BannerWeb

### New Students and Alumni (former students)

Students that have never registered for courses at Lanier Technical College or Alumni.

[Go To BannerWeb Login for New Students/Alumni](#)

### Current Students and Faculty

Students that have registered previously for courses at Lanier Technical College.

[Go To BannerWeb Login](#)

Register on the go, check out our [mobile app!](#)

### Need assistance with logging in?

#### Contact Technology Department Helpdesk Support

Email: [studenthelp@laniertech.edu](mailto:studenthelp@laniertech.edu)

Phone: 770-533-7048

### **Fee payment deadline for Spring 2017**

**7pm, Thursday, January 12, 2017**

**\*\*\* Important Note:** If your account balance is not paid in full by the deadline listed above, your name will be removed from all class rosters and you will not be allowed to attend class or participate in online classes.

### Pay/View Registration Fees

The following are your options for payment:

1. **Pay Online:**
  - Available 24/7 through BannerWeb
  - Visa, MasterCard, and personal checks accepted
2. **Pay in Person:**

Payment accepted at all locations

- Business hours: Mon-Thurs 8am-7pm
- After hours payments can be made using drop-box located on the Administrative Services door (Bldg. 100, Room 125) on the Oakwood campus

3. **Payment Plan:**

- Offered through Nelnet Business Solutions
- Only available for limited times during registration periods
- Enrollment fee required
- For enrollment deadlines and/or to sign up go to: [www.laniertech.edu](http://www.laniertech.edu), Click on "Current Students", Under Payment Plan Click on "[Sign up for a Payment Plan](#)".

If you have questions regarding any payment options, contact the cashier at 770-533-6909.

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## Student Email

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**\* Please note that it can take up to  
24 hours after you have registered  
for your email account to be created and  
activated.**

### Getting Started

If this is your first time accessing your student email account, you will need to follow the steps below to retrieve your User ID and sign in to your student email account and windows login for campus lab computers.

1. First, [click here](#) to retrieve your Student Login/User ID. (A new browser window will be opened.)
2. Student email is accessed from the following location: <http://student04.student.laniertech.edu>  
**You will be directed to the email login screen which is hosted by Google.**
3. Enter your full student email address provided by the college and your password on the login screen to sign in. Your full email address is the Student Login you retrieved in step 1 followed by @student.laniertech.edu. For example: jdoe@student.laniertech.edu

**\*\*\* New update effective immediately \*\*\***

#### **Students who enrolled or have passwords reset on or after March 15, 2011:**

Type the User Name you retrieved above in the User Name field. Your default password will be your birthday in the form of MMDDYYYY. For example, January 1st, 1972 would be: 01011972. Type your password in the Password field and then click the "Sign In" button.

#### **Students who were enrolled on or before March 14, 2011:**

Type the User Name you retrieved above in the User Name field. Your default password is the same as your Banner Web password. If you have never used or changed your Banner Web password then your password will be your birthday in the form: mmddy. For

example, January 1st, 1972 would be: 010172. Type your password in the Password field and then click the "Sign In" button.

[Student Email Setup Instructions for Outlook 2013](#)

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## Student Activities Calendar

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

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### High School Dual Enrollment

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## Admissions Testing - ACCUPLACER

### Scheduling Testing

Students will receive notification by mail of testing dates and times after submitting the admissions application and application fee.

### 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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## Career Services

### Career Services for Students

#### Admissions & Career Counseling

The intent of the Admissions Office staff is to help students achieve their career objectives by clarifying their goals, identifying their skills and interests, and making informed career decisions. Specific services include career counseling, placement testing, individual interest inventory and assessment, employment outlook for specific occupations, program entrance requirements, and costs.

#### Career Services

The Career Services function is performed by the Career Services Specialist. Specific services include career counseling, career resource library through various computer systems, career referrals, and distribution of career planning and development literature. Annual Career Fairs are held and periodically interviews with specific companies are held on campus.

The Career Services Department maintains an internet program for students and alumni looking for careers and for employers with career opportunities. For assistance, individuals should contact the Career Services Specialist at 770-533-7009. In order to maintain contact with graduates, follow-up services are conducted. Surveys are distributed to graduates as well as to employers to gather some follow-up information on whether students are achieving educational objectives and receiving the skills they need to become successful.

### Career Services for Employers

Lanier Technical College's Career Services Department works to help community employers find qualified employees among Lanier Technical College's highly trained pool of students and graduates.

Among the employer resources that Career Services provides is access to Lanier Technical College's Career Connections job

#### Career Services Links

- [Career Connections Job Board](#)
- [Career Counseling](#)
- [Cost of Living Calculator](#)
- [Interview Help](#)
- [Job Search Websites](#)
- [Resume Tips](#)
- [Salary Info](#)
- [Virtual Job Shadow](#)
- [Virtual Job Shadow Instructions](#)

posting system. This is where recruiters can connect directly with students and manage on-campus events easier than ever before. The system gives recruiters smart tools to easily organize and evaluate candidate information in real-time so they can hire smarter and faster.

To set up an account in Lanier Technical College's Symplicity Job Posting system, contact our Career Services Specialist:

**Malissa Lawrence**

Career Services Specialist  
Oakwood Campus  
Office Location: Room 204N  
770-533-7009  
[mlawrence@laniertech.edu](mailto:mlawrence@laniertech.edu)

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# Lanier Technical College

2016 - 2017

## Catalog and Student Handbook



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## Campus Locations and Directions

### Oakwood Campus

2990 Landrum Education Drive  
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Fax: 770-531-6328  
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### Barrow Campus

965 Austin Road  
Winder, GA 30680  
Phone: 770-297-4500  
Fax: 770-868-4082  
[Get Directions!](#)

### Forsyth Campus

3410 Ronald Reagan Blvd  
Cumming, GA 30041  
Phone: 678-341-6600  
Fax: 770-781-6951  
[Get Directions!](#)

### Dawson Campus

408 Highway 9 North  
Dawsonville, GA 30534  
Phone: 706-216-5461  
Fax: 678-513-5220  
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### Jackson Campus

631 South Elm Street  
Commerce, GA 30529  
Phone: 706-335-1931  
Fax: 706-335-2946  
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## Faculty / Staff Directory

Leave blank and click Go to display ALL

Type First Name:

or, Type Last Name:

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

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

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## Disability Services

[Download Disability Services Packet](#)

### Our Top Priority

At Lanier Technical College the quality of your educational experience is our top priority. The Coordinator of Disability Services works to meet the particular needs of students with disabilities including the physically challenged and the learning challenged. Once a student's medical documentation of his/her disability is received, this office works with faculty and staff to help them meet the student's needs.

### Reasonable Accommodations

It is the policy of Lanier Technical College to make reasonable accommodations that assist people with disabilities as they participate in programs and activities at the college. Reasonable accommodations are determined on a case-by-case basis according to each student's individual medical documentation. Accommodations will be made to the extent that these accommodations do not sacrifice or compromise the integrity of an educational program, lower the academic standards, or produce undue administrative burdens.

### What does the Disability Services Office Provide?

This office is responsible for ADA compliance and for providing service and advocacy for students with disabilities. It is the responsibility of the student to disclose information regarding a disability if services are needed. Appropriate medical documentation is required by this office in order to provide suitable and effective accommodation or auxiliary aid for individuals requesting service. The Coordinator of Disability Services is then able to make recommendations, modifications and referrals based on the nature of the disability and how it affects the student's ability to learn or demonstrate competency in the course of study. Students may be referred to agencies outside the college to gain medical documentation for services. Once a referral is made, it is the responsibility of the student to complete the steps necessary to gain his/her documentation.

### Steps to take in order to obtain special classroom accommodations:

1. Choose a certificate, diploma, or degree program that you wish to pursue. Programs are listed under the "Academic Programs" tab on the home page.
2. Apply to Lanier Technical College by submitting a completed application for

admission. Make sure to include the following:

- \$20 non-refundable application fee
- An official transcript from high school, GED, and/or college/university
- Official SAT, ACT CPE, COMPASS or ASSET test scores

**NOTE:** If the applicant has not taken a placement test, LTC offers the COMPASS and ASSET.

**3.** Once accepted into Lanier Technical College, the STUDENT must call and make an appointment to meet with Mallory Safley, Coordinator of Disability Services. The student must bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his/her disability and any classroom accommodations recommended by the doctor.

**4.** Register for classes.

**5.** Student MUST drop off, fax, or email a copy of their course schedule to Mallory Safley before classes start. Please make sure that the schedule includes the following:

- Class Name (ex: Introduction to Computers)
- Class Number (ex: SCT 100)
- Instructor's Name (ex: John Smith)

**NOTE:** Student MUST repeat steps 4 and 5 every term in order to continue receiving accommodation(s).

**If you have questions regarding a disability or accommodation, please contact:**

**Mallory Safley**  
Coordinator of Disability Services  
770-533-7003  
678-989-3133 *fax*  
[msafley@laniertech.edu](mailto:msafley@laniertech.edu)

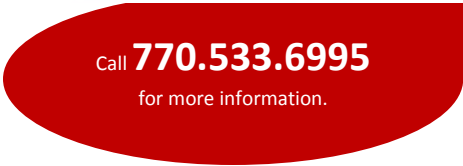
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## DRIVER'S EDUCATION TRAINING CLASSES MARCH-JUNE, 2017

Beginning March 2017, grant scholarships will be awarded based on [Georgia Driver's Education Grant Scholarship Program Eligibility Criteria](#). Go to <https://georgiadrivers.ga.gov> to apply. Students registering with a grant scholarship redemption code must present code upon registration.

Fee for students who do not qualify for the grant scholarship will be only **\$350**. Full payment must be received within seven (7) days to hold registration.

- Student **MUST** attend **FOUR** scheduled In-Class training sessions to total 30 hours.
- Student **MUST** complete **TWO** three-hour driving sessions for **SIX** hours of In-Car training. *Prior driving experience is required to help the student receive the maximum benefit from these sessions. [Click here to access the DDS 40-Hour Parent/Teen Driving Guide](#) as a great resource.*
- In-Class training will meet from 8:00 AM-4:30 PM with breaks and a 30-minute lunch. **No absences allowed for any reason.**
- In-Car training will be available at the Oakwood Campus after school, on weekdays when school is not in session, and on weekends based on instructor and student availability.
- Space is limited. Classes will be filled on a first-come, first-served basis.
- **Learner's permit is REQUIRED** to participate. **NO EXCEPTIONS.**

Register at: <http://www.laniertech.edu/ce/DriversEd/driversedclass-main.asp>

### CLASSES AVAILABLE:

*Schedule subject to change due to low enrollment*

<b>March 18, 19, 25, 26</b> <b>Dawson Campus, Room 112</b> 408 Highway 9 North, Dawsonville, GA 30534	<b>April 4, 5, 6, 7</b> <b>Jackson Campus, Auditorium</b> 631 South Elm Street, Commerce, GA 30529
<b>April 18, 19, 20, 21</b> <b>Barrow Campus, Terry England Lecture Hall</b> 965 Austin Road, Winder, GA 30680	<b>April 29, 30, and May 6, 7</b> <b>Oakwood Campus, Room 528</b> 2990 Landrum Education Drive, Oakwood, GA 30566
<b>May 30, 31, and June 1, 2</b> <b>Oakwood Campus, Room 528</b> 2990 Landrum Education Drive, Oakwood, GA 30566	<b>June 3, 4, 10, 11</b> <b>Forsyth Campus, Room B133</b> 3410 Ronald Reagan Blvd, Cumming, GA 30041
<b>June 13, 14, 15, 16</b> <b>Dawson Campus, Room 112</b> 408 Highway 9 North, Dawsonville, GA 30534	<b>June 27, 28, 29, 30</b> <b>Barrow Campus, Terry England Lecture Hall</b> 965 Austin Road, Winder, GA 30680





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## Lanier Technical College Employment Opportunities

Lanier Technical College is accepting resumes only for the following positions:

Job Openings	Effective Date	Campus
<a href="#">Adjunct Accounting Instructor</a>		All Campuses
<a href="#">Adjunct Air Conditioning Technology Instructor</a>		Oakwood
<a href="#">Adjunct Allied Health Instructor</a>		All Campuses
<a href="#">Adjunct Allied Health/Nurse Aide Instructor</a>		- not applicable -
<a href="#">Adjunct Art Appreciation Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Automotive Collision Repair Instructor</a>		Oakwood
<a href="#">Adjunct Automotive Technology Instructor</a>		Barrow
<a href="#">Adjunct Biology Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Building Automation Systems Instructor</a>		Barrow
<a href="#">Adjunct Chemistry Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Cisco Instructor</a>		Forsyth
<a href="#">Adjunct Culinary Arts Instructor</a>	1/1/2017	- not applicable -
<a href="#">Adjunct Economics Appreciation Instructor - General Education</a>		- not applicable -
<a href="#">Adjunct Engineering Technology Instructor</a>		Oakwood
<a href="#">Adjunct English Instructor - General Education</a>		All Campuses
<a href="#">Adjunct English Learning Support Instructor</a>		All Campuses
<a href="#">Adjunct Esthetics Instructor</a>		Oakwood
<a href="#">Adjunct Faculty - Radiologic Technology Clinical</a>	1/9/2017	Lanier Park
<a href="#">Adjunct History Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Humanities Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Industrial Systems Technology Instructor</a>		Oakwood
<a href="#">Adjunct Interiors Design Instructor</a>		Forsyth
<a href="#">Adjunct Machine Tool Technology Instructor</a>		Oakwood
<a href="#">Adjunct Math Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Math Learning Support Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Music Appreciation Instructor - General Education</a>		All Campuses



<a href="#">Adjunct Pharmacy Technology Instructor</a>		Oakwood
<a href="#">Adjunct Physical Therapist Assistant Instructor</a>	1/7/2016	Forsyth
<a href="#">Adjunct Physics Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Political Science Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Practical Nursing Instructor</a>	8/21/2017	- not applicable -
<a href="#">Adjunct Psychology Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Sociology Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Spanish Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Speech Instructor - General Education</a>		All Campuses
<a href="#">Adjunct Web Design Instructor</a>		Oakwood
<a href="#">Adjunct Welding and Joining Technology Instructor</a>		Oakwood
<a href="#">Administrative Assistant to the Dean for Applied Technology</a>		Oakwood
<a href="#">Anatomy and Physiology Adjunct Instructor</a>	1/9/2017	All Campuses
<a href="#">Lab Assistant – Phlebotomy/Medical Assisting</a>		Oakwood
<a href="#">Math Tutor - Part Time</a>		- not applicable -
<a href="#">Part-Time Adult Education Program Assistant - Dawson County Adult Education Center</a>		Adult Education
<a href="#">PART-TIME CAMPUS POLICE OFFICER</a>		All Campuses
<a href="#">Part-Time Driver's Education Instructor - Economic Development Department</a>		Oakwood
<a href="#">Part-Time Human Resources Assistant</a>		Oakwood
<a href="#">Part-Time Maintenance Instructor-Economic Development Department</a>		Oakwood
<a href="#">Part-Time/Contract Instructors for Economic Development</a>		- not applicable -

**Lanier Technical College Application for Employment**

Lanier Technical College is an equal opportunity employer and 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, or citizenship status (except in those circumstances permitted or mandated by law).

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Lanier Technical College is a registered participant in the federal work authorization program commonly known as E-Verify. Lanier Technical College Federally-Issued User ID: 46367  
Date of Authorization: 3/28/2007

Applicants:  
It is the obligation of Lanier Technical College to ensure orderly operation, to protect the rights of all members of the LTC community, to prohibit acts which materially and substantially interfere with legitimate educational objectives, or interfere with the rights of others and to take disciplinary action where conduct adversely affects the College's pursuit of its educational objectives. To this end, LTC complies with the *Title II of Public Law 101-542, Crime Awareness and Campus Security Act – also known as the "Jeanne Clery Act."*

The Act requires that the College make available the report of campus crime statistics for the previous fiscal year by October 1<sup>st</sup> each year. The most recent LTC Campus Safety and Security Report is [available here](#).  
A hard copy of the report is also available for review in the Student Affairs department located at: 2990 Landrum Education Drive, Oakwood, GA 30566. Lanier Technical College will provide a paper copy of this report upon request. If you require a hard copy of this report, please contact Human Resources at 770-533-6903.

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## Financial Aid

### Types of Aid Available

### Net Price Calculator

### General Information

### How to Apply

### Refunds

### Eligibility

### FAQ's

### Contact Financial Aid

### Financial Aid Disclosure

### 7 Easy Steps to the FAFSA (video)

### Work Study Positions

## Financial Aid

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. Specific program policies and funding levels are determined by either federal or state government. Changes to the financial aid policy may occur at any time and without any prior notice.

The financial aid programs at Lanier Technical College are designed to provide financial assistance to eligible students. Our programs are intended to supplement the efforts of the student and family. Applications are available online:

- Free application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov) this application is for both (Pell Grant) and State (HOPE Grant/Scholarship)
- 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: [www.GAcollge411.org](http://www.GAcollge411.org).

For students that applied using FAFSA for their financial aid both State HOPE Grant/HOPE Scholarship and Federal (Pell Grant) you must reapply for financial aid once each academic year by completing a Free Application for Federal Student Aid (FAFSA). This process must be completed each year after January 1 to be considered for assistance in the next academic year, with Fall Semester beginning the academic year.

### Financial Aid Forms Available for Download:

#### 2016-2017 Documents

- [2016-2017 Verification Worksheet 17DV1](#)
- [2016-2017 Verification Worksheet 17DV4](#)
- [2016-2017 Verification Worksheet 17DV5](#)
- [2016-2017 Verification Worksheet 17DV6](#)
- [2016-2017 Verification Worksheet 17IV1](#)
- [2016-2017 Verification Worksheet 17IV4](#)

- [2016-2017 Verification Worksheet 17IV5](#)
- [2016-2017 Verification Worksheet 17IV6](#)
- [2016-2017 Household Information](#)
- [2016-2017 Unusual Enrollment History](#)
- [2016-2017 Signature Page](#)

#### **2015-2016 Documents**

- [2015-2016 Verification Worksheet 16DV1](#)
- [2015-2016 Verification Worksheet 16DV3](#)
- [2015-2016 Verification Worksheet 16DV4](#)
- [2015-2016 Verification Worksheet 16DV5](#)
- [2015-2016 Verification Worksheet 16DV6](#)
- [2015-2016 Verification Worksheet 16IV1](#)
- [2015-2016 Verification Worksheet 16IV3](#)
- [2015-2016 Verification Worksheet 16IV4](#)
- [2015-2016 Verification Worksheet 16IV5](#)
- [2015-2016 Verification Worksheet 16IV6](#)
- [2015-2016 Household Information](#)
- [2015-2016 Unusual Enrollment History](#)

#### **Additional Documents**

- [IRS Transcript Requirement Information](#)
- [HOPE Scholarship Evaluation Request](#)
- [Accessing Financial Aid via BannerWeb](#) \*NEW\*

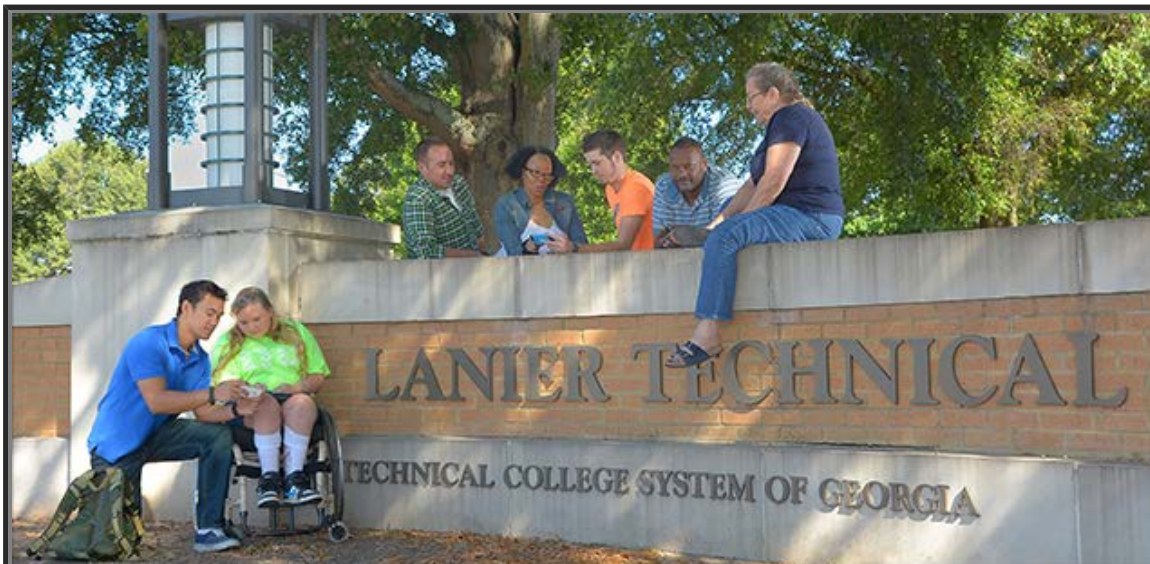
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## Gainful Employment

### Lanier Technical College Gainful Employment

The US Department of Education requires colleges to disclose information for financial aid eligible programs that prepare students for gainful employment in a recognized occupation. This disclosure information will help students make informed choices about enrolling in a Gainful Employment program. At Lanier Technical College, these programs include all diploma programs and certain technical certificates of credit. All institutions must provide the following data for each GE program:

- Occupations associated with the training provided by the College
- Published length of time it takes to complete the program
- On-time completion rate ([click here for data](#))
- Program Costs
- Placement Rate(s) [Job Placement Formulas](#)
- Median loan debt (private educational loan debt, Title IV debt) ([click here for data](#))

### Eligible Programs:

[Accounting](#)

[Esthetician](#)

[Air Conditioning Technology](#)

[Fire Science Technology](#)

[Auto Collision Repair](#)

[Health Care Assistant](#)

[Automotive Technology](#)

[Health Care Science](#)

[Business Technology](#)

[Industrial Systems Technology](#)

[Business Management](#)

[Interiors](#)

[CNC and Machine Tool Technology](#)

[Machine Tool Technology](#)

[Cosmetology](#)

[Marketing Management](#)

[Criminal Justice Technology](#)

[Medical Assisting](#)

[Dental Assisting](#)

[Motorsports Vehicle Technology](#)

[Design and Media Production Technology](#)

[Networking Specialist](#)

[Drafting Technology](#)

[Paramedicine](#)

[Early Childhood Care and Education](#)

[Pharmacy Technology](#)

[Electrical Control Systems](#)

[Practical Nursing](#)

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[Surgical Technology](#)

[Electrical Utility Technology](#)

[Web Site Design and Development](#)

[EMS Professions](#)

[Welding/Joining Technology](#)

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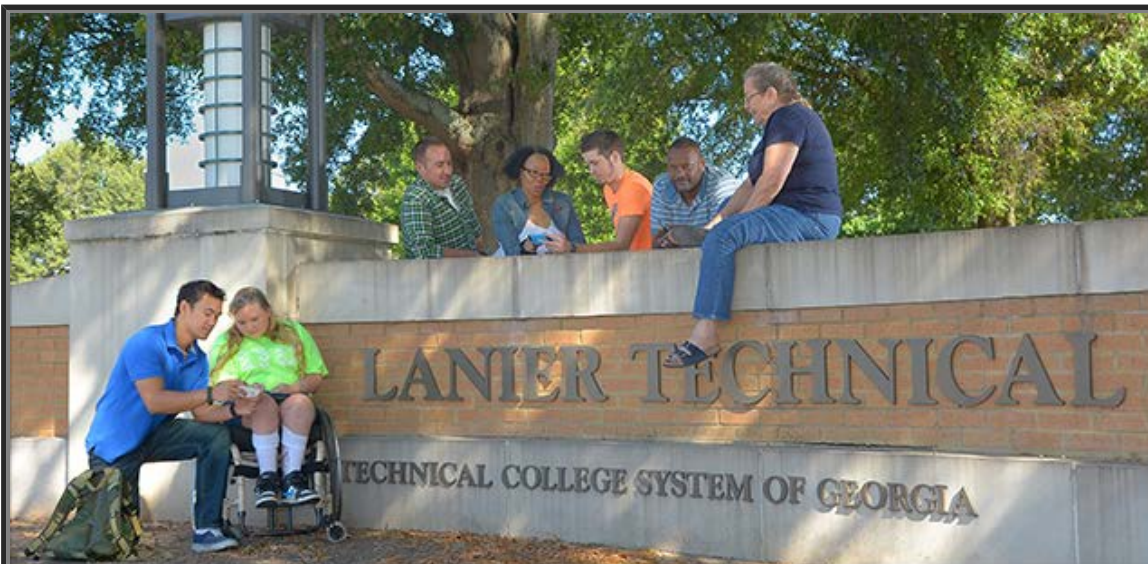
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## HOPE Program

In order to help Georgia citizens finance their training, the state has established the Georgia HOPE Grant Program. HOPE is Georgia's unique scholarship and grant program that rewards students with financial assistance in degree, diploma, and certificate programs. The HOPE Program is funded entirely by the Georgia Lottery for Education and is administered by the [Georgia Student Finance Commission](#).

### HOPE Grant Program

Unlike the HOPE Scholarship 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 certain 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.

### How to Qualify

Hope Grant Qualifications:

- Be a legal Georgia resident for at least one year/longer for out of state high school graduates
- Be at least 16 years of age
- Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990
- Meet HOPE's U.S. citizenship or eligible non-citizen requirements
- Be in good standing on all student loans or other financial aid programs
- Meet academic achievement standards required by the college
- Be registered with the Selective Service, if required
- No student with a baccalaureate degree can receive the HOPE Grant.

### How to Check HOPE Paid Hours

[Click here](#) for instructions for checking previously used HOPE Grant/Scholarship hours at Georgia Student Finance Commission.



## How to Apply

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](http://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: [www.GAcollege411.org](http://www.GAcollege411.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

## HOPE Scholarship Program

The HOPE Scholarship award amount at a public college covers a percentage of the tuition. Learning support/remedial coursework is not eligible to receive HOPE Scholarship funding. The HOPE Scholarship award amount is determined annually by the Georgia Student Finance Commission based on projected lottery revenues and expenditures. The HOPE award amount is subject to change each year.

### HOPE Scholarship Qualifications

- Students must request [HOPE Scholarship Evaluation](#) through Lanier Technical College.
- Students must graduate from high school with a 3.0 GPA as calculated by the Georgia Student Finance Commission for a college prep diploma or a 3.2 for a career tech diploma.
- Students graduating under the single diploma type must have a 3.0 GPA as calculated by GSFC.
- Students must maintain a 3.0 GPA in college.
- If a student falls below a 3.0 GPA in college, they may only regain the HOPE Scholarship one time.
- The HOPE Scholarship will not pay for remedial or developmental courses.
- A student may receive the HOPE Scholarship until the first of these events:
  - The student has earned a baccalaureate or first professional degree;
  - The student has attempted at any postsecondary institution a total of 190 quarter hours or 127 semester hours;
  - The student has received a total of combined payment of 127 semester hours or 190 quarter hours from the HOPE Scholarship, HOPE Grant, and Accel program (Accel payments made beginning with Fall 2011 term are excluded from the 127 hour cap); or
  - Beginning with those students receiving HOPE for the first time on or after July 1, 2011, seven years from a student's graduation from high school or the year they would have graduated from high school with their peers; provided, however, that for a student that serves on active duty in the military during such seven-year period such active duty service time will be credited back to the seven years.

## How to Apply

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](http://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: [www.GAcollege411.org](http://www.GAcollege411.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

## Other Sources of Financial Aid

Lanier Technical College also offers many other sources of financial aid including federal Pell Grants, the HOPE scholarship for degree-seeking students, education benefits for veterans and their dependents, and other need-based aid programs. To find out more about financial aid at Lanier Technical College, call 770-533-7019 or 770-533-7018 or visit on-line at [www.laniertech.edu/FinancialAid/FinancialAid-main.aspx](http://www.laniertech.edu/FinancialAid/FinancialAid-main.aspx).

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## Learning Support

[Learning Support Policy](#)

[Learning Support Procedure](#)

[Retest Procedure](#)

[English Course Sequence  
Flowchart](#)

[Math Course Sequence  
Flowchart](#)

[Tutoring](#)

## Learning Support

### What is Learning Support?

Learning support courses are designed to prepare students to be successful when they enter their regular core and occupational classes. Learning Support courses are offered for Writing, Reading, and Math. Learning Support admission is granted to students who do not meet regular admission requirements based on placement tests scores. Students classified in this category are required to enroll in learning support classes that are designed to assist students in improving basic writing, reading, and mathematics skills.

### Do I need LS classes?

The requirement of LS classes is determined by scores from the Compass test, ASSET test, ACT, or SAT. (All tests must be taken within the past five years.) You can retake the test for a \$15 fee. (Applicants for admission must wait 14 days before retesting; students already enrolled in Learning Support must wait 30 days.) See the LTC Learning Support Procedure.

Your acceptance letter will say your admission status is "provisional acceptance" if you are required to take LS classes and your advisor can help you schedule them.

### When should I take LS classes?

It is important and helpful to take LS courses early in your academic plan. We recommend you schedule all Learning Support classes in your first and second semester. The LS classes are a prerequisite for some college-level courses and will prepare you for success in all your program coursework.

### What is the format for these classes?

Lanier Tech's Learning Support classes are self-paced computer-based instruction. You will work independently to complete instructional modules covering specific topics. If you have trouble with the content of a module, your instructor will provide individualized help with the topic, and out-of-class tutoring is available for additional help. While coursework can be completed online, all LS courses require on-campus attendance.

### What courses are offered?

LS courses are offered in three discipline areas: Mathematics, English, and Reading. The course offerings are MATH 0090, ENG 0090, and READ 0090.

### Does financial aid cover LS classes?

Yes. Financial aid will pay for each LS course up to three times.

**Is tutoring available?**

Yes. Check with your instructor for times and availability.

**How do I exit LS?**

To exit LS English, the course must be passed with an A, B, or C and pass a writing sample at the diploma or degree level.

To exit LS reading, the course must be passed with an A, B, or C on a diploma or degree reading skills final exam.

To exit LS math, students enrolled in a diploma program that requires MATH 1012 must complete math modules 1 – 6, students enrolled in a diploma program that requires MATH 1013 must complete math modules 1 – 12.

Students in degree programs who will take MATH 1100 need to complete math modules 1 – 12. If you plan to transfer to a Bachelor's degree program, you should take MATH 1101 or MATH 1111, and will need to complete modules 1 – 15 and pass the COMPASS test with a score of 37 or greater.

All students in Learning Support math will take the cumulative test after module 6. All required math LS courses must be completed within one calendar year from the date when you begin work on the modules.

It is important to be aware that if you do not complete the required LS modules, you will need to re-enroll the following term and continue from the modules you have completed.

*Note that LS courses do not count toward GPA or degree credit. They do count towards Financial Aid/Hope, and they appear on transcripts.*

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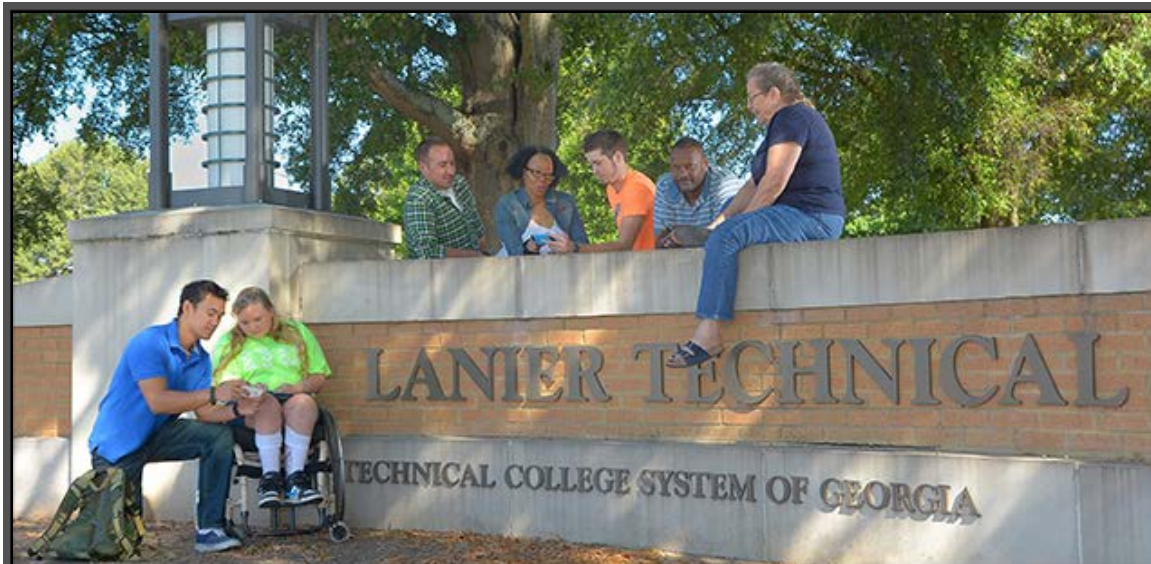
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[Library Orientation](#)

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[FAQs](#)

[GALILEO](#)

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## Locations

### • Oakwood Campus

Monday - Thursday 7:30 am to 9:00 pm  
(when classes are in session)

### • Forsyth Campus

Monday - Thursday 7:30 am to 8:00 pm  
(when classes are in session)

### • Jackson Campus

Open while classes are in session

### • Winder-Barrow Campus

Open while classes are in session

### • Dawson Campus

Open while classes are in session

## Welcome to the Library!

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.

## Discover the Library's New Online Video Collection!

Click the image to begin!



- Thousands of full length videos and clips
- Covers every major, career tips, and more!
- View it from anywhere 24/7

## Ask the Librarian

**Kathryn Thompson**  
Director of Library Services  
770-533-6968  
[kthompson@laniertech.edu](mailto:kthompson@laniertech.edu)

## Min Su

Forsyth Campus Librarian  
678-341-6636  
[msu@laniertech.edu](mailto:msu@laniertech.edu)

## Resources

### Adult Education & ESL

- [Adult Education Resources](#)
- [English as a Second Language \(ESL\) Resources](#)

### Distance Education

- [Distance Education Resources](#)

### Economic Development & Continuing Education

- [Ammonia Refrigeration Resources](#)
- [Conversational Spanish Resources](#)
- [Customer Service Specialist Resources](#)
- [Computer and Microsoft Office Resources](#)
- [Digital Photography Resources](#)
- [Health and CPR Resources](#)

- [Real Estate Resources](#)
- [Warehouse and Distribution Specialist Resources](#)

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## Move On When Ready

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[Admissions Testing Requirements](#)

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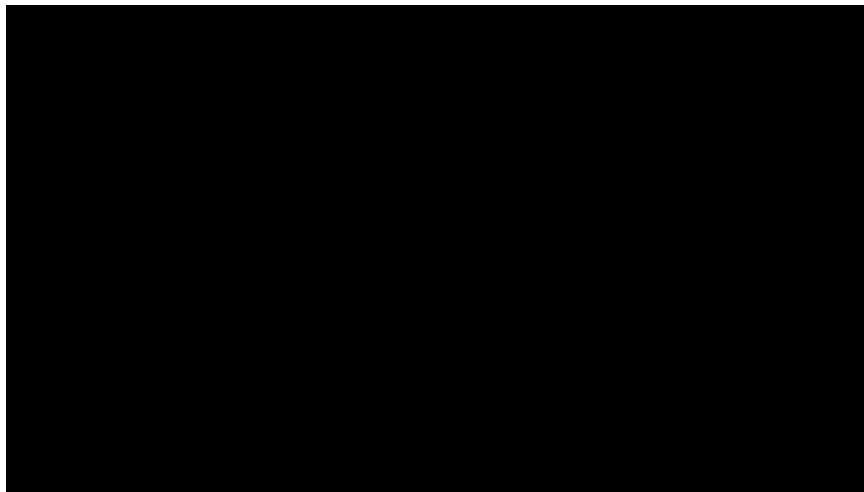
[Course Directory](#)

[Financial Aid Information](#)

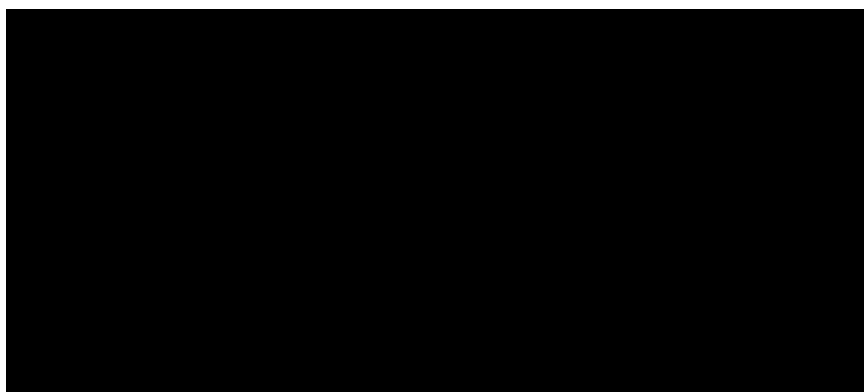
[Orientation and Registration](#)

[FAQ's](#)

Move On When Ready (MOWR) at Lanier Technical College is your jumpstart on your college career. The MOWR program saves time and money. With Move On When Ready you enroll in a college class and get credit at both your high school and the college. Plus, you have the option of taking classes at any of our five campuses or online.



Move On When Ready - MOWR - lets you earn college credits while in high school and have the college credits count towards both graduations!

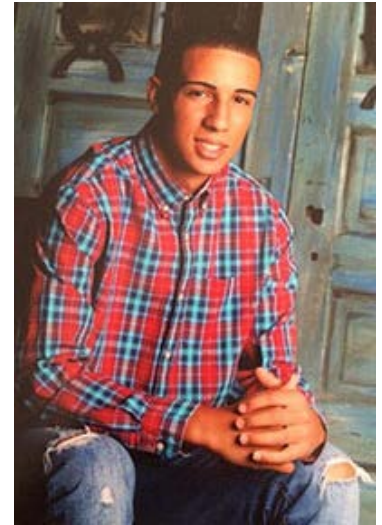






Dr. Ray Perren, President of Lanier Technical College, explains MOWR.

*"Taking my freshman Math, English, Psychology classes at Lanier Technical College through the MOWR program has given me a great start towards earning my college degree while in high school. The classes are transferable to Georgia Southern where I plan to pursue a sports therapy degree. The courses were challenging but my instructors helped me to be successful."*  
G. H., MOWR student



Lanier Tech's online courses allow you to easily communicate with your instructors, access lessons, and complete assignments, and do it all on your own timetable.

Lanier Technical College's MOWR is a cost-effective choice, and a great way to save money. The more credits earned while in HS the more time and money you save. You can earn enough credits to skip up to two years of college. It can save your parents thousands of dollars on the tradition cost of college by saving on tuition, dorm cost and meal plans.



Samantha, MOWR student  
*"My tuition was paid in full. The colleges and universities I applied to accepted all of the Move On When Ready courses. I'm already way ahead in finishing all of my courses for my college major."*

LTC has articulation agreements across the state that guarantees the transfer of credits. Many of the classes are the general education classes needed at most 4-year state colleges and universities.

There's no better way to gain college credit while you're still in high school. Check out Lanier Technical College Technical College's Move On When Ready program today.

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## Online Learning

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[Blackboard Student App](#)

[Textbooks](#)

[Visit GVTC](#)

[Test Proctoring](#)

[SmarterMeasure](#)

[Become an Online Student](#)

[Start Your Online Class](#)

[Online Course Schedule](#)

[Program Availability](#)

[Transient Students](#)

[Technical Support](#)

[Contact Us](#)

## What is SmarterMeasure and why should I use it?

SmarterMeasure, formerly called READI, is a great way to assess your probability of succeeding in an online and/or technology rich learning program. SmarterMeasure is online and free.

It's not a test, but an online assessment that helps you to better understand your learning style and your possible strengths and weaknesses in an online environment. Thousands of online students have used SmarterMeasure to see if online learning is a good educational approach for them.

SmarterMeasure includes six major assessment components that measure:

- On-screen Reading Rate and Recall
- Technical competency
- Individual attributes
- Life factors
- Preferred learning styles
- Typing speed and accuracy

The SmarterMeasure assessment does not penalize you for guessing on the questions, so enter an answer for each question. SmarterMeasure is for your benefit, so take the time to rate yourself honestly.

Once you finish your SmarterMeasure assessment, you'll visit a webpage that shows your scores in easy to understand graphs and text. SmarterMeasure automatically e-mails your username and password to you in case you want to revisit the assessment tool.

### How to login to SmarterMeasure

To login to SmarterMeasure, click on the following link: <http://laniertech.readi.info/>

On the SmarterMeasure main page, enter the "New Users" section of the page.

The username and password to be used by all Lanier Technical College students is:

Username: lanier

Password: student

Lanier Technical College provides SmarterMeasure to you for free. It's a great tool for an immediate score and diagnostic interpretation of results to help you know if you can succeed in Lanier Tech's online learning programs!

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## New Student Orientation

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**Welcome to Lanier Technical College!**



**Congratulations on your acceptance to Lanier Technical College!**

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## Lanier Technical College Foundation Scholarships

### Accreditation

### Annual Safety and Security Report

### Articulation Agreements

### Board of Directors

### Foundation

### Foundation Scholarships

### Our Campuses

### Policy and Procedure Manual

### President's Message

### Student Achievement

### Deadline for Scholarship Applications:

**Spring** - December 1st

**Summer** - May 1st

**Fall** - August 1st

The Lanier Tech Foundation, through donations from business, industry, civic organizations, and individuals, provide scholarships for deserving students. These funds 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 Tech Financial Aid Office announces the availability of external scholarships as openings arise. Lanier Tech Foundation Scholarship applications will be reviewed and awarded by the Foundation Scholarship Committee. Please check for deadline dates.

### To learn more, select a scholarship:

[ACHASTA Ladies Club Dollars for Scholars](#) [+]  
(Lumpkin County Students)

[Albin A. Kosmala Memorial Scholarship](#) [+]

[Altrusa International of North Georgia Scholarship](#) [+]

[Bagwell Family Foundation Loan Program](#) [+]

[Bill Sanders Foundation Scholarship](#) [+]

[The Edna A. Noblin Dawsonville Lions Club Scholarship](#) [+]  
(Dawson or Lumpkin County Students)



[Forsyth County Arts Alliance Scholarship](#) [+]

(Forsyth County Students enrolled in Design & Media, Horticulture or Interiors)

[Gene Haas Foundation Scholarship](#) [+]

[Herbert Ascott \(Buddy\) Lang, Jr. Memorial Scholarship](#) [+]

(Design and Media Production Technology Degree students only)

[Kubota Manufacturing of America Scholarship](#) [+]

[Mark Kazanjian Memorial Scholarship](#) [+]

(Medical Assisting Students only)

[Quick Memorial Scholarship](#) [+]

(Cosmetology Students only)

[Roy C. Moore Foundation Scholarship](#) [+]

[Sawnee EMC Scholarship for Veterans & Veterans' Families](#) [+]

[Special Populations Scholarship](#) [+]

(Special Populations Students only)

[Thomas G. \(Gunny\) Moore Law Enforcement Scholarship](#) [+]

(Criminal Justice Students)

[Tony & Kathy Reid Memorial Scholarship](#) [+]

(Forsyth County Students attending the Forsyth Campus)

[United Way of Forsyth Scholarship](#) [+]

(Forsyth County Students)

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## 2017 Study Abroad Germany

Please Send Questions to: [studyabroad@laniertech.edu](mailto:studyabroad@laniertech.edu)



**Trip Dates - March 31st-April  
9th 2017**

*Approved Study Abroad courses - Spring Semester 2017 are:*  
**Munich/Stuttgart/Heidelberg/Frankfurt and more**

	<i>Course title and number</i>	<i>Instructor</i>
1	ACCT 2100 Accounting Internship	Pennie Eddy
2	ALHS 1180 Cultural Diversity & Health	Roslyn Kuznicki
3	HUMN 1101 Intro to Humanities	Todd Irvine
4	MSVT 1090/2090 Internship I/II	Christian Tetzlaff
5	WELD 1500 Welding Internship	Tom Rieger
6	Other courses TBD	TBD

# Things to know:

## Who Can Go?

- Minimum age, 18 Year old Current Lanier Technical College Students in good standing (must be enrolled in at least one approved Study Abroad courses during Spring Semester 2017 to be eligible for Lanier Tech Foundation Scholarship Funding)
- Lanier Tech Faculty and Staff
- Students are accepted to the program through an application and interview process.
- **Completed application including deposit must be received by October 31, 2016 to be considered.**
  - Completed application includes:
    - Signed application
    - Your 200-300 word personal statement; why you want to be involved in study abroad?
    - Two LTC faculty or staff recommendation letters
    - Copy of current/unofficial LTC Transcripts
    - Copy of a current picture ID (If you have a passport, please include a copy.)
      - If you do not have a passport, you must get a valid passport by January 31<sup>st</sup> 2017 or provide a copy of your passport application (please note- see cancelation policy in how do I pay section)
  - Prepare for a personal interview with the Study Abroad Committee. Once your application has been reviewed, you will be contacted regarding your interview appointment.

## Travel Expenses

- Estimated costs **\$2,900 per traveler 20 or more in the group, \$3,100 15 – 19 travelers**
  - Estimated Projected \$1400 to be raised through LTC scholarships(MUST BE REGISTERED IN A APPROVED STUDY ABROAD COURSE TO BE CONSIDERED FOR SCHOLARSHIPS)
  - **\$1500 (Remainder) to paid by the student (based on 20 travelers)**

## Expenses include

- Airfare and International Travel Insurance
- Coordinator during all planned activities while in Germany
- Transfers from airport to hotel/Transfers by private bus/Transfers by public transportation
- Hotels (double occupancy and in most cases with private bathrooms)
- 8 Breakfasts, 1 lunch, and 2 dinners (estimated)

## Expenses do not include

- Various meals
- Gratuities for guides, drivers and waiters
- Spending money
- Costs for a valid passport
- Tuition, fees, and text

**How do I pay?**

- Initial Refundable Deposit sent in with application \$100.00 payment, non-refundable as of Oct 20<sup>th</sup> 2016.
- December 8, 2016 - \$700 anticipated nonrefundable (see cancellation policy below) amount due from student along with anticipated scholarship of \$700. If traveling without scholarship, anticipated due is \$1,400, (see cancellation policy below)
- January 19, 2017 - \$700 anticipated nonrefundable amount due from student along with anticipated scholarship of \$700. If traveling without scholarship, anticipated due is \$1,400. (see cancellation policy below)

**CEPA Cancellation Policy:**

You must inform us in writing (by post/fax or email) as soon as possible if you wish to cancel. Your notice of cancellation will only be effective from the moment we receive it in writing. Upon cancellation, the following charges will be:

- up to 90 days prior to departure date..... no charge
  - 89-45 days prior to departure date ..... 10% of program costs\*
  - 44-30 days prior to departure date ..... 25% of program costs\*
  - 29-21 days prior to departure date ..... 50% of program costs\*
  - 20-14 days prior to departure date ..... 75% of program costs\*
  - 13 days or less prior to departure date ..... 100% of program costs\*
- \*In addition to these fees, any unrecoverable expenses and/or cancellation charges imposed by the airlines will be charged. Airfare – initial \$100 deposit non-refundable as of Oct 20, 2016, and 45 days prior to departure date, airfare portion of trip costs non-refundable - please note Airfare can be 50% or more of the total trip costs.

Course credit will be available for...

	Course title and number	
1	ACCT 2100- Accounting Internship	Pennie Eddy
2	ALHS 1180 – Cultural Diversity & Health	Roslyn Kuznicki
3	HUMN 1101 – Intro to Humanities	Todd Irvine
4	MSVT 1090/2090 – Internship I/II	Christian Tetzlaff
5	WELD 1500- Welding Internship	Tom Rieger
6	Other possible courses TBD as deemed necessary by study abroad committee	TBD as necessary

Once you have been accepted into the program, you will need to register for the course/s.

Students will meet for the first day of class and will learn the requirements for the course and the trip.

## **Before You Go**

- Get a Passport!
- Make three color copies of your passport; one to take with you and one to leave at home and one to leave with your instructor/travel director.
- Along with your passport, leave a copy of your itinerary and credit cards/numbers at home with your family.
- Leave emergency contact information with family.
- Have a Debit Card to get money (VISA) - contact your bank and credit card companies in advance and let them know that you will be traveling abroad (give the dates and countries) so they will not be surprised if they see your card being used outside of the USA.
- Purchase lithium batteries for your cameras in USA and bring a backup battery with you.
- Purchase the AC/DC adaptors for your hair dryers, laptops, and any other electrical appliances. These can be found at Wal-Mart and Target. Better yet, try to leave all of your electrical appliances at home and use only what is available in the hotels.

## **Travel Information**

- Pack Light!
- You must always carry your passport with you when you leave the hotels.
- Money Exchange: Take your ATM card. You can use the ATM machines to get money when you need it. The money exchange stores, i.e.: Thomas Cook, are NOT a good value for exchange. Use ATMs at banks to get cash at the best exchange rates. Call your bank to see if they have a reciprocal one where they don't charge a fee.
- Get approx. \$150 at a time and try to use your credit cards on all purchases greater than \$20.
- Security is most important for your passport, credit cards and money. Keep them in a pouch that you wear on your body; preferably around your neck or under your clothes. Keep account numbers written down if you may need to call your credit card company. Leave a copy of ALL credit cards (front and back) and your debit cards (front and back) with someone at home!
- Include a tag with your name, address, and telephone number in your luggage in case the outside luggage tag is lost or misplaced.
- Do not bring studded jewelry or heavy metal chains that set off metal detectors.
- Remember to put your cosmetics and medications in a clear plastic quart size bag if they are in your carry-on bag. No liquids or gels more than 3 oz. will be permitted. If the item is more than 3 oz., pack them in your checked baggage. Suggestions: Place any liquids in a zip-lock bag. Items have been known to burst open during flight.
- Calling home: You can purchase a phone card to be used from Pay Phones or the hotel phone in Italy at the tobacco stores. Also, you can use SKYPE when online. If you bring an international phone, remember to get your service activated for the international plan of your service provider or buy a SM card for an International phone. You can call the ATT direct if you have an ATT calling card, and use this service. Always check the rates.
- Bring an empty canvas bag packed in your luggage if you plan on bringing back purchases from Europe.
- You can purchase items at the duty free shops in the airport and they will deliver it to you on the plane and it avoids packing the items in your bag.

### **Packing**

- Pack dark colored slacks, shirts, jeans, shirts, etc. with fabric that does not show dirt or wrinkles. Laundry service is limited. Wash your undergarments and socks in the guest room sink using Woolite. Mix and Match!
- Dress conservatively. Women must keep shoulders covered in cathedrals and museums. If you are not dressed appropriately, you will not be allowed to go in.
- Bring a small travel umbrella or a jacket with a hood.
- Use phone or an alarm clock with a very loud alarm so you do not oversleep. Do NOT rely on your roommate to wake you up.
- Bring throwaway washcloths since many European hotels do not use them, or offer them to guests!!

### **Field Trips**

- You are expected to attend all functions for your respective classes. Attendance is mandatory.
- Being on time is critically important. If you are late, we will leave you. You are to be at the bus 10 minutes prior to the stated departure times.
- Make sure that you bring money to tip guides and bus drivers.
- Tipping is included in the price of all meals in restaurants in Europe. You can leave coins if you felt that they gave you exceptional service.
- Purchase a small spiral notebook to use as your daily journal and take it with you on all field trips to take notes on the places, people and learning experiences.

### **General Information**

- Once we arrive at each hotel, make sure you pick up a hotel business card so you'll know the name and address of the hotel we are currently staying with during our trip. Always keep identification on you, as well as your hotel card in your pocket.
- Students should use good judgment when choosing to drink alcohol. Students or guests who drink excessively and cause disruptions with the trip will be sent home at their own expense!
- You can expect to have out-of-pocket expenses for meals, clothing, souvenirs, etc. anywhere from \$35-\$100 daily. This is entirely up to you.
- There will be some limited free time for you to shop and do site-seeing.
- Buy bottled water.
- Remember, Ireland has stores with the same products, and you may want to wait to get shampoo, and toiletries abroad...it is fun to try new ones!!!
- You are representing Lanier Technical College and the United States of America. PLEASE use your best manners and be polite...use your inside voices -- even outside!!



## GET READY for the trip of a Lifetime!

**Share...**what you learn during your travels with family members, friends, and community. Tell your travel stories to other students....share your newfound perspective on the world with others.

**Connect...**what you learn on the program with what you learn in school and ultimately to what YOU will teach your world.

**Look to the future...**Your travel experience will stay with you throughout your life. It may be especially helpful in the upcoming years as you write college applications and essays, include in resumes and to discuss in job interviews...consider an area of study and work toward future goals....if you love to travel, then find a job that includes this!!

**Before You Leave,** answer the following questions and then leave space for your responses when you return. See how your perspective has changed upon your return.

- What do you expect from your Study Abroad Experience?
  - What do you think will be different in the places you visit from what you are used to at home?
  - What will you see, hear and experience in the days following your arrival abroad?
  - What kinds of food do you expect to eat?
  - What will the people be like?
  - How will you feel, about not knowing the culture of the countries that you visit?
- 

### 1. Experiences:

- Describe...** something you now understand better from having actually seen or experienced during your trip.
- Describe ...** your interactions with other people while on the program. Have you talked to someone outside your group? Have you spoken or tried to speak other languages?
- Compare...**and contrast the monetary system in the places you visited with your monetary system at home? What is the exchange rate? Where do you get your best rate of exchange? How do shoppers pay for merchandise, cash credit card, etc.?
- What was your favorite moment during tour?
- What is the least favorite moment during your tour?
- What did you learn about yourself?

### 2. Awareness:

- What is the first thing you saw or did that made you realize you were away from home?
- Describe a foreign custom or tradition that is different from your usual way of life?
- How would you characterize the traditional culture of your destination?
- What parts of traditional culture do teenagers of that country accept or reject?
- Describe the ways in which your perceptions of your own home or culture changed during your travel experience?

### 3. Empowerment:

- In what ways have you matured through preparing for and traveling abroad?

- b. In what ways has your program expanded your understanding of the world outside your community?
- c. What pre-tour or tour activities enabled you to demonstrate your leadership skills?
- d. Describe how group travel taught you to work cooperatively with your peers?
- e. Have you learned something new about global issues such as hunger, environment, or peace? How did it interest you? What could you do to help?

#### **4. Learning:**

- a. Pick an artist from the places you visited and describe the highlights of his/her career. What factors do you think influenced this artist?
- b. If you could have lunch with one person, either from the past or the present from the places you have visited who would it be and why?
- c. What types of TV shows and movies are popular in the places you visited? Do you recognize any of the stars? Compare and contrast the way products are advertised in your destination and at home. Why might some TV programs and movies be popular in one place and not another?
- d. How do people learn about current events and politics in the places you visited? What are the most popular newspapers and news shows? What has made the news since you arrived? Compare and contrast news stories and how they are presented in your destination and at home.

#### **5. Discovery:**

- a. Write about some of the things you've tried for the first time during your program.
- b. Was there anything you didn't want to do but now glad you did?
- c. What things might a visitor hesitate to try in your home country?
- d. Describe the transportation system and how does it compare to transportation in your hometown?
- e. How does it affect daily life and influence the way individual interact with each other?
- f. What do you think would be difficult to adjust to if you were to stay here for a longer period of time?
- g. What cultural traditions, expressions or technological advances in your own country originated in places you visited? How has this culture influenced your own?

#### **6. Success:**

- a. What leadership skills will you take away with you at the end of your tour?
  - b. Describe how your travels affect what you might study or pursue as a career?
  - c. Describe how your program affected your enthusiasm for future travels?
  - d. What is the first thing you will do differently upon return?
  - e. How will you contribute to your school, your town, your family, your country and your world?
  - f. What story do you have to tell?
-

# Study Abroad Application

To apply for The Study Abroad Program please submit the following:

- The completed application
- Personal Statement (200 - 300 words)
- Two letters of recommendation from Lanier Technical College faculty/Staff members and/or the student's employer
- A current Lanier Technical College transcript
- An interview will be scheduled after your application has been received

The application should be delivered/or emailed to:

[studyabroad@laniertech.edu](mailto:studyabroad@laniertech.edu)

Study Abroad Committee:  
**Contact Information:**

<b>Primary LTC Faculty Director Contact Information</b>	
Name of LTC faculty contact person (Faculty Director):	Mr. Christian Tetzlaff
Position/Title:	Motorsports Vehicle Technology Program Director
Telephone number:	(770) 533-6966
Fax number:	
Email address:	<a href="mailto:ctetzlaff@laniertech.edu">ctetzlaff@laniertech.edu</a>
Department:	Motorsports, Technical & Industrial Division
Cell contact information in case of emergency:	<b>(404)643-8293</b>

<b>LTC Co-Director Contact Information (if applicable)</b>	
Name of LTC contact person (LTC Co-Director):	Pennie Eddy, CPA
Position/Title:	Accounting Program Director
Telephone number:	770-533-6937
Fax number:	
Email address:	peddy@lanieritech.edu
Department:	Accounting Program
Home contact information in case of emergency:	

<b>Additional Teaching Faculty (if applicable)</b>	
Tom Rieger	Todd Irving
Roslynn Kuznicki	Lisa Maloof – Administrative committee member

Travel dates: Spring Semester March 31<sup>st</sup>-April 9<sup>th</sup> 2017

Choose from the following courses of study that applies:

	Course title and number	
1	ACCT 2100- Accounting Internship	Pennie Eddy
2	ALHS 1180 – Cultural Diversity & Health	Roslyn Kuznicki
3	HUMN 1101 – Intro to Humanities	Todd Irvine
4	MSVT 1090/2090 – Internship I/II	Christian Tetzlaff
5	WELD 1500- Welding Internship	Tom Rieger
6	Other possible courses TBD as deemed necessary by study abroad committee	TBD as necessary

**To apply for LTC's Study Abroad Program**, please complete all sections, include all necessary attachments, sign and date the form and return it **by October 31, 2016**.

**1. Personal information**

Last name \_\_\_\_\_

First name \_\_\_\_\_

(Circle the following where appropriate)

Title:                    Mr.                    Mrs.                    Ms.

Gender:                M                    F

Date of Birth:        month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

Email address: \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Emergency contact Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Relationship to Student/Guest: \_\_\_\_\_

## 2. Passport information

Citizenship

I have a valid passport

Passport is Valid until \_\_\_\_\_

I do not have a passport (continue to #3)

Passport # \_\_\_\_\_

Place of issue \_\_\_\_\_

Date of issue \_\_\_\_\_

Date of expiration \_\_\_\_\_

## 3. Health and medical information

**Note:** The information you provide below will not be used in any way to determine eligibility for this program. The following questions are designed to aid the sending and receiving faculty/staff in the event of an emergency. The information you provide will remain confidential and will only be shared with the program staff and faculty. Describe any health conditions you have that require medical maintenance:

General state of health (Circle the following where appropriate)

Excellent                      good                      fair                      poor

Describe any other health concerns that you have at this time:

Do you have any medical allergies? If so, please list:

Do you have any food allergies? If so, please list:



Do you have any dietary restrictions? If so, please indicate:

Do you have any medical conditions we should be aware of?

**4. Academic information** (Circle the following where appropriate)

LTC Student ID#: \_\_\_\_\_

Program of study: \_\_\_\_\_

No. of hours accumulated: \_\_\_\_\_

Grade Point Average (Attach a recent transcript): \_\_\_\_\_

**Student must be in good standing with LTC and not on probation**

Classification (Circle the following where appropriate)

1<sup>st</sup> year

2<sup>nd</sup> year

Expected date of graduation: \_\_\_\_\_

List the names of two LTC instructors/staff who are familiar with your academic work and provided references for you (attach reference letters).

Name of instructor/staff:

\_\_\_\_\_

Program: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of instructor/staff:

\_\_\_\_\_

Program: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you ever traveled outside the US before? (Circle the following where appropriate)

Yes

No

If yes, where and when?

Have you ever lived abroad longer than 2 months? (Circle the following where appropriate)

Yes

No

If yes, where and how long?

Please identify any foreign languages you speak:

**Please provide a personal statement (minimum 200 words – not to exceed 300 words) explaining what you hope to achieve academically and personally during this study abroad experience and attach it to this application form.**

### **5. Attachments**

I have attached all of the following documents:

- ❖ Copy of passport (1st page with picture)
- ❖ 200-300 Word Personal statement
- ❖ Two letters of recommendation from LTC faculty/staff members
- ❖ Current LTC transcripts

**6. Study Abroad Application and \$100 deposit check or cash can be delivered or mailed to:**

**Lanier Technical College Foundation (Attn: Teresa Grizzle)  
2990 Landrum Education Dr.  
Oakwood, GA 30566**

**7. Terms and Conditions Statement**

I acknowledge that participation in a study abroad program involves some risk of injury, illness, or loss of personal property. I agree to release and forever discharge **Lanier Technical College**, its members individually, and its officers, agents, and employees, for all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, including death, damages to property and the consequences thereof, resulting from my participation in this study abroad program and related activities.

I hereby agree to maintain health and accident insurance in force and effect for the entire duration of my participation in this study abroad program. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been explicitly described in this application.

I agree that I shall be subject to the supervision and authority of the faculty in charge and to the standards stipulated by the faculty in charge. I further acknowledge that the supervising faculty has sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action. *If participants are sent home it will be at the participant's expense.* I further acknowledge the supervising faculty to obtain and provide medical treatment and/or services that I may require during this study abroad program.

Finally, I am aware of and agree to abide by the following payment condition:

- Initial Refundable Deposit sent in with application \$100.00 payment, non-refundable as of Oct 20<sup>th</sup> 2016.
- December 8, 2016 - \$700 anticipated nonrefundable (see cancelation policy below) amount due from student along with anticipated scholarship of \$700. If traveling without scholarship, anticipated due is \$1,400, (see cancelation policy below)

- January 19, 2017 - \$700 anticipated nonrefundable amount due from student along with anticipated scholarship of \$700. If traveling without scholarship, anticipated due is \$1,400. (see cancelation policy below)
- Updated estimated costs \$2,900 per traveler 20 or more in the group, \$3,100 15 – 19 travelers

**CEPA Cancellation Policy:**

You must inform us in writing (by post/fax or email) as soon as possible if you wish to cancel. Your notice of cancellation will only be effective from the moment we receive it in writing. Upon cancellation, the following charges will be:

- up to 90 days prior to departure date..... no charge
- 89-45 days prior to departure date ..... 10% of program costs\*
- 44-30 days prior to departure date ..... 25% of program costs\*
- 29-21 days prior to departure date ..... 50% of program costs\*
- 20-14 days prior to departure date ..... 75% of program costs\*
- 13 days or less prior to departure date ..... 100% of program costs\*
- \*In addition to these fees, any unrecoverable expenses and/or cancellation charges imposed by the airlines will be charged. Airfare – initial \$100 deposit non-refundable as of Oct 20, 2016, and 45 days prior to departure date, airfare portion of trip costs non-refundable - please note Airfare can be 50% or more of the total trip costs.

I hereby verify that all information provided on this form or in the attachments is true and complete to the best of my knowledge.

In case of an injury, I hereby authorize and give consent the program leaders to obtain and provide medical treatment and/or services for (applicant name) \_\_\_\_\_ as necessary.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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## TEAS Testing (formerly known as HOBET)

- [Dental Hygiene - Test Information Sheet](#)
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- [Practical Nursing - Test Information Sheet](#)
- [Radiologic Technology - Test Information Sheet](#)
- [Surgical Technology - Test Information Sheet](#)
- [TEAS Test - How to Sign Up](#)

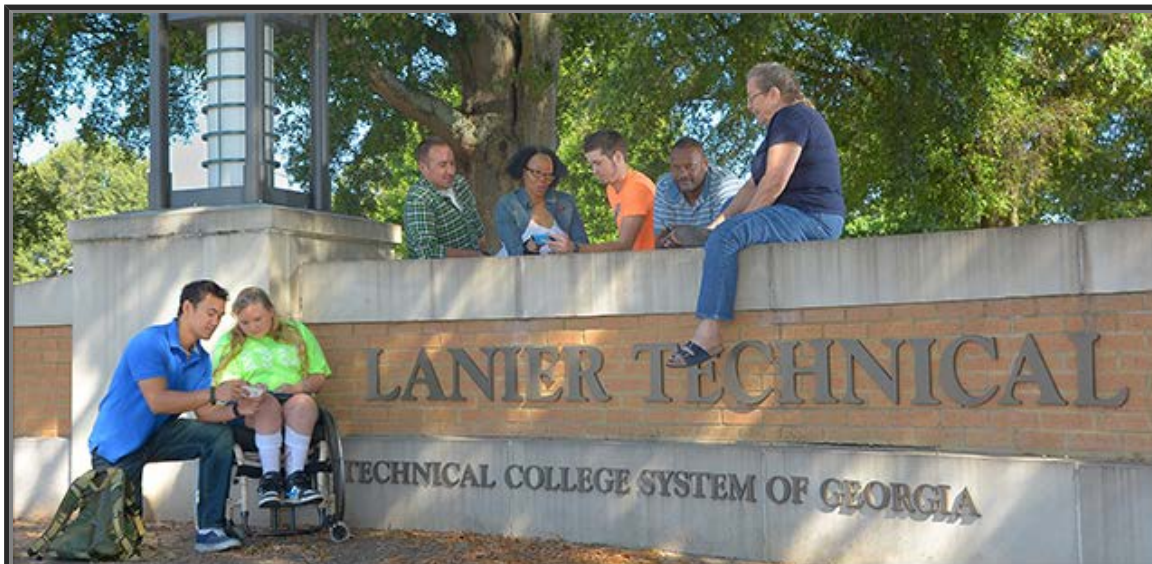
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## Tuition

### Lanier Technical College Program Costs

All students who are interested in receiving Federal (Pell Grant) and State (Hope Funding) must apply by completing the Free Application for Federal Student Aid (FAFSA) form online at <https://fafsa.ed.gov/>.

For Degree seeking students, the HOPE Scholarship requirements are very different from the requirements for the HOPE Grant that is awarded to diploma and/or certificate seeking students.

Please contact the financial aid office at least three weeks prior to registration regarding HOPE Scholarship evaluation procedures.

Students must be accepted for admission to Lanier Tech before financial aid eligibility can be finalized and/or awarded.

For financial aid assistance, please call 770-533-7019 or 770-533-7018 or 678-341-6618.

Students admitted as special admission (undeclared) will not be eligible to receive financial aid.

### Tuition & Fees

**Application Fee:** \$20, increasing to \$25 effective July 1, 2016 (non-refundable)

**Tuition:** \$89 per credit hour

**Activity Fee:** \$38 per semester

**Registration Fee:** \$50 per semester

**Technology Fee:** \$105 per semester

**Instructional Fee:** \$55 per semester

**Insurance Fee:** \$4 per semester

**Graduation Fee:** \$35 for students participating in the annual Graduation Ceremony

**Exemption Test Fee:** 25% of the tuition for the course

**Retesting Fee:** \$15

Cost information listed on these pages is approximate and includes tuition, registration fee, and activity fee. Prices are subject to change. Tuition for students taking 15 or more credit hours a semester, are **\$1335** per semester. Out of State Tuition: **\$178** per credit hour plus **\$252** mandatory fees. Out of Country Tuition: **\$356** per credit hour plus **\$252** mandatory fees. Georgia citizens over 62 may attend without paying tuition; however, they must pay the **\$252** mandatory



fees.

Visit the [Academic Programs](#) area or contact the Office of Admissions for details. The cost of books, workbooks and other training materials will vary by program.

### Tuition & Fee Payment

- Tuition/fees may be paid by cash, personal check, money order, or credit cards.
- 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](http://www.laniertech.edu). Click on "Current Students" and select "Sign up for payment plan."
- A student who has a returned check may be required to make future payments by cash or money order.
- Lanier Tech does not cash personal checks.
- Checks made out to Lanier Tech 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 Financial Aid Office and Business Offices prior to their scheduled registration date. Third Party agencies include, but are not restricted to: Vocational Rehabilitation with the Georgia Department of Labor, WIA, Workman's Compensation, Department of Veterans Affairs Rehabilitation Services, Company Billing and Georgia Department of Labor Trade Act Training.

### 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/vgn/images/portal/cit1210/50/35/173461453>.
- 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.

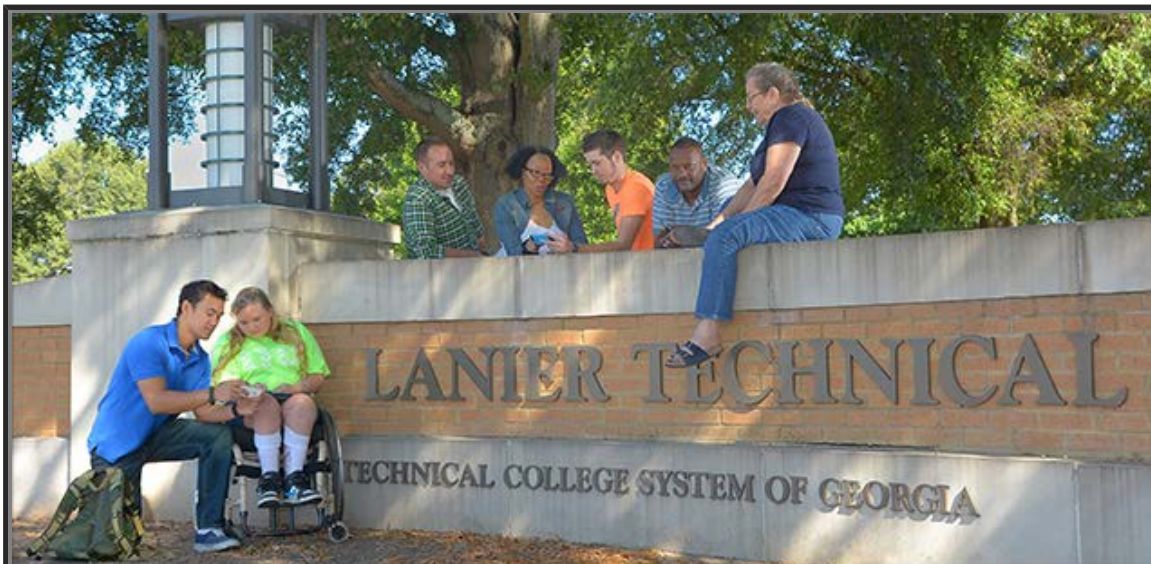
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[Home Page](#) > Tutoring Schedules

Search Site

## Tutoring Schedules for Spring 2017 Semester

### COMP 1000 Tutoring Schedule

Oakwood	Monday	1:00 pm - 2:30 pm	Room 366
---------	--------	-------------------	----------

### English / Reading Tutoring Lab Schedule

Barrow	Tuesday / Thursday	12:00 pm – 2:00 pm	Room 148
Dawson	Monday / Wednesday	3:00 pm – 4:00 pm	Room 220
Forsyth	Tuesday / Thursday	4:00 pm – 6:00 pm	Room A247
Oakwood	Tuesday / Thursday	1:00 pm – 3:00 pm	Room 318

If you are unable to visit the writing lab in person, please take advantage of our online tutoring services. Submit your assignment to [mphelps@laniertech.edu](mailto:mphelps@laniertech.edu), and allow one business week to receive the results of your review.

### Math Tutoring Lab Schedule

Barrow	Monday / Wednesday	5:00 pm – 7:30 pm	Room 151
Dawson	Monday / Wednesday	8:00 am – 10:30 am	Room 116
	Tuesday / Thursday	8:00 am – 12:00 pm	

	Tuesday	5:00 pm - 6:00 pm	
Forsyth	Monday - Thursday	8:00 am – 7:30 pm	Room B144
Oakwood	Monday / Wednesday	8:00 am – 3:00 pm	Room 133
	Wednesday	6:00 pm – 7:30 pm	
	Tuesday / Thursday	8:00 am - 2:45 pm	
	Tuesday	6:00 pm – 9:00 pm	

Other tutoring schedules to be added, check back later!

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# Lanier Technical College

2016 - 2017

## Catalog and Student Handbook



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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.




Lanier Tech named 2014 TCSG Technical College of the Year!

**MO** Math Multiplies Opportunities

**LANIER ALERT!**  
Emergency Notification  
System Sign Up

- About Us
- Academic Programs
- Admissions
- Adult Education
- Student Affairs
- Online Learning
- Ammonia Refrigeration
- Continuing Education
- Driver's Education
- Economic Development
- Forsyth Conference Center



- Apply Now
  - Request Info
  - Future Students
  - Current Students
  - Faculty & Staff
  - Blackboard
  - BannerWeb
  - Student Email
- 

### Top Stories

- Download Lanier Tech's College Viewbook
- Download Lanier Tech's Student Resource Guide
- Lanier Tech's SkillsUSA at GeorgiaFirst Robotics Competition
- YOU'RE INVITED! CAMPUS VISITATION DAYS.
- 4th Annual LTC Foundation 5K presented by King's Hawaiian
- GENERAL EDUCATION ADJUNCT JOB FAIR
- Accounting students attend CPA Day at the Gold Dome
- Bridget Rigby is 2017 Lanier Tech Rick Perkins Award Winner
- Lauren Hockaday chosen as Lanier Tech's 2017 GOAL Winner
- Lanier Tech names Semi-finalists for GOAL Award
- Lanier Tech & Amerigroup hold diaper give-away day
- Lanier Tech holds Ammonia Awareness Hazmat training + video
- Industrial System Technology students now NIMS certified.

### Resources

- Academic Calendar
- Student Activities Calendar
- Admissions Testing - ACCUPLACER
- BankMobile - Student Refund
- Bookstore
- Career Connections Job Board
- Career Services
- Catalog
- Course Schedule
- Directions
- Directory
- Disability Services
- Driver's Education
- Employment
- Financial Aid
- Gainful Employment
- Hope Program
- Learning Support
- Library
- Move On When Ready (MOWR)
- Online Learning - Are you ready?
- Orientation
- QEP
- Scholarships (Foundation)
- Student Affairs Forms
- Study Abroad
- TEAS Testing (formerly HOBET)
- Tuition
- Tutoring
- Warranty

### Featured Programs



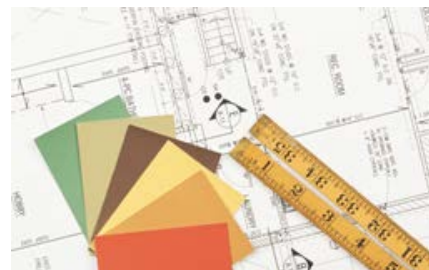
#### Pharmacy Technology

The Pharmacy Technology program 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.

**Click here** to learn more.

### Upcoming Events

[03/28/2017 - Tax Tips Lunch & Learn - Oakwood \[+\]](#)



#### Interiors

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; client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors.

**[Click here](#)** to learn more.

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## LTC named TCSG of the Year!

[Learn more about ALL programs](#)

[Program of Study](#)

[Financial Aid](#)

### Lanier Technical College is the TCSG College of the Year!

ATLANTA – The State Board of the Technical College System of Georgia has selected Lanier Technical College as this year's recipient of their Perdue Award for the TCSG Technical College of the Year.



L-R: Doug Carter, State Board member; Joe W. Yarbrough, Chair of State Board; Ron Jackson, TCSG Commissioner; Dr. Ray Perren, President of Lanier Technical College; Dinah C. Wayne, State Board member.

Each December, the board chooses the award winner from among the system's 23 technical colleges. The top college is named after a review of almost two dozen performance categories covering technical education, adult education, economic development, resource development, and administration.

TCSG State Board Chairman Joe Yarbrough made the announcement during the



board's monthly meeting in Atlanta on December 4.

"The State Board of the Technical College System of Georgia is pleased to present Lanier Technical College with the Perdue Award for the 2014 TCSG Technical College of the Year," said Yarbrough. "We congratulate President Ray Perren and his faculty and staff for their excellent record of high educational achievement and strong commitment to student success in the classroom and on the job. We're proud of the outstanding work of each of the 23 TCSG colleges, but the record shows that Lanier Technical College has clearly earned our respect and commendation as this year's top college."

President Perren accepted the award for his college. "On behalf of the faculty, staff, students and all of the supporters of Lanier Technical College, I want to thank the TCSG State Board for this great honor. It's a testament to the tremendous work that the people of our college put forth every day to ensure that students learn the skills they need to succeed in Georgia's workforce."

TCSG Commissioner Ron Jackson thanked the board for recognizing the college's accomplishments. "This is a well-deserved honor for Lanier Technical College, and I thank President Perren for his strong and effective leadership. I'm also very grateful to the college's faculty and staff whose steadfast commitment to technical and adult education ensures that their students are equipped with the skills that they need for solid careers with great companies," said Jackson.

The award benchmarks include enrollment growth; graduation rate; student job placement and graduate licensure rates; adult education and GED success rates; corporate contract training; college fundraising; and the result of an administrative audit.

Highlights from Lanier Technical College's 2014 academic year include:

- The college enrolled 5,240 students in credit classes during AY2014, which was a seven percent increase from the previous year.
- The number of full-time equivalent students attending the college increased by 8.5 percent over the same time span.
- The college's student retention rate was 69 percent during AY2014.
- The college's graduation rate was 71 percent in AY2014.
- The college increased the number of high school students enrolled in its dual credit programs, from 212 students in AY2013 to 361 students in AY2014 (a 70 percent increase).
- The college, which has a long and successful history of contract workforce training partnerships with businesses and industries throughout the seven counties in its service delivery area, provided training to 396 companies in AY2014; that was 32 more companies it served in AY2013 (a nine percent increase).
- 422 adults earned their GED credential through the college's adult education and GED testing programs.

Lanier Technical College serves Banks, Barrow, Dawson, Forsyth, Hall, Jackson,

and Lumpkin counties.

The TCSG college of the year award was created in 2011 and named in honor of former Georgia Governor Sonny Perdue, who was a strong supporter of the TCSG colleges and their mission to develop the state's workforce through technical and adult education.

The three other finalists for the award were Albany Technical College, Moultrie Technical College, and Savannah Technical College. Previous Perdue Award winners include Ogeechee Technical College (2011), Atlanta Technical College (2012), and Savannah Technical College (2013).

*About the TCSG: The 23 colleges of the Technical College System of Georgia offer affordable education and excellent training in more than 600 certificate, diploma and two-year associate degree programs. Students of all ages take advantage of low tuition, outstanding instructors, hands-on learning and state-of-the-art equipment to gain the skills needed for today's in-demand jobs.*

*In academic year 2014, the TCSG colleges delivered 2.3 million credit hours of instruction to more than 141,000 students. The TCSG is online, too, serving 70,000 students through the system's Georgia Virtual Technical Connection.*

*TCSG students enjoy the benefits of Georgia's HOPE grant and scholarship and the federal Pell grant, which will pay for a significant portion of a TCSG education.*

*Last year, the TCSG Office of Adult Education delivered programs to 61,000 adult learners, including GED preparation and testing services that enabled almost 15,000 men and women to earn their GED credential.*

*The TCSG Quick Start program has provided customized workforce training in 2014 to almost 56,000 employees of new and expanding companies in Georgia.*

*For more information about the TCSG and links to all of the TCSG colleges, go to [www.tcsg.edu](http://www.tcsg.edu)*

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## Lanier Technical College Alerts

Lanier Technical College Alerts is the resource for faculty, staff and students to receive text message alerts from Lanier Technical College about potential, developing, or existing emergencies.

- [Login to your account now.](#)
- Not registered? [Create an account now.](#)

Once you are registered, you will be able to login to your Lanier Technical College Alerts account to add additional mobile phone numbers and email addresses.

Not sure you can receive text messages? [Read the Prerequisites.](#)

Need help with the sign-up form? [Read the Instructions.](#)

Did you complete verification? [Learn how to verify your registration.](#)

Did you sign up for email? [Learn how to sign up for e mail alerts.](#)

Want to learn more about Lanier Technical College Alerts? [Read the Frequently Asked Questions.](#)

### New User Signup

Create Username: \*

First name: \*

Last name: \*

Password: \*

Verify Password: \*

Optional Groups: Testing Only

Mobile Phone (TXT): Select Carrier...

Agree to [Terms of Service](#)\*

\* Required Fields

[Privacy Statement](#)

[Click Here To Sign Up Using EMAIL Only](#)

### Already Signed Up? Login Here

Username:

[Forgot username?](#)

Password:

[Forgot password?](#)

## Prerequisites

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- Your mobile phone/device must be able to receive text messages and your service plan must support receiving them. If you are unsure, please check with your service provider.
- You must have your mobile phone/device present during signup. The registration process will require you to enter a 4-digit verification code that is sent to your phone.
- Lanier Technical College employees with phones on state contract must activate text messaging on their service plan.

## Instructions

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### Step 1:

Your Lanier Technical College Alerts username will be the same as your Lanier Technical College computing ID. You will need to choose a password for your Lanier Technical College Alerts account and complete the requested information on the form.

### Step 2:

After clicking the CREATE ACCOUNT button, your phone will receive a text message with a 4-digit number. Enter this number on the confirmation page. After completing this step, your registration will become active immediately.

After you have enrolled in Lanier Technical College Alerts, you may log into your account to add an additional cell phone number or an email address to receive text messages.

## Verification

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**Once you have registered a phone number or email address you must verify them.**

Go to the [login above](#) and enter the username and password you used to register. This will take you to the e2Campus Dashboard.

From the navigation at the e2Campus Dashboard select **services**. Here you will see the status of the cell phone numbers and email addresses you have submitted.

If the status says **validate now**, select that link.

When you are validating a cell phone number a text message will be sent with a validation code. **You will need to have your cell phone with you.** Type in the 4-digit code you receive and your number will be validated.

When you are validating an email address a link is sent to your email. Once you go to that link your email will be validated.

Once you have completed verification you will start receiving Lanier Technical College Alerts text messages when they are sent out.

## Add Your Email Address

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Once you have registered a phone number you may also add an email address.

Go to the [login above](#) and enter the username and password you used to register. This will take you to the e2Campus Dashboard.

From the navigation at the e2Campus Dashboard select **services**. Here you will see a list of the cell phone numbers and email addresses you have submitted.

On this page you will see a form for adding email addresses as well as additional cell phone numbers. **Remember to verify the registration of all the email addresses and phone numbers you submit.**

You may also edit or delete existing phone numbers and email addresses.

## Frequently Asked Questions

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### Who can get Lanier Technical College Alerts?

The Lanier Technical College Alerts service is designed for students, faculty and staff who will be affected directly by an emergency on the University Grounds and/or the proximate areas.

### Why should I get Lanier Technical College Alerts?

- Text messaging is more reliable in emergency situations when communication systems reach high capacity. Text messages will get through when phone calls won't.
- You will receive alerts anywhere, even when you do not have access to a computer.

### Will my cell phone number be kept confidential?

Yes. Lanier Technical College Alerts service cell phone numbers are not shared or sold to any other systems or services.

### How many Lanier Technical College Alerts text messages will I receive?

The exact number of Lanier Technical College Alerts messages is difficult to predict, but there should be very few. There will be occasional tests of the system, but the aim is to alert you only to emergency situations in which there is an imminent threat to public safety. You will receive messages within seconds of their transmission. If your cell phone is turned off when a text message is sent, you will receive it after you turn your cell phone on, but only if you do so within seven days from the original transmission.

### What do I need to get Lanier Technical College Alerts and how much does it cost?

All you need is a cell phone with text messaging capabilities. There is no charge to users for signing up. Individual cell phone plans will apply normal charges for the text message.

**Note:** All landlines, most Tracphones and some pay-as-you-go phones will not register on the Lanier Technical College Alerts system. This is a limitation of the phone providers.

### What if I change my cell phone service provider?

When you change cell/mobile phone providers but keep your existing mobile number it is considered "ported." Depending on the mobile phone provider, it may take up to 30 days for the Lanier Technical College Alerts system to be updated. During the "ported" time period, you may not receive alerts because the alerts are sent to the old mobile provider, which may not forward them. You will find details on how to solve this problem and immediately register when you log on to get registration information.

### How do I sign up for Lanier Technical College Alerts?

To register, you do need to have your cell phone handy. Complete the [New User Signup Form](#). On the form you will be asked to create a password for your Lanier Technical College Alerts account and provide your mobile phone number and carrier information. After submitting the form, you will receive a text message that will include a 4-digit validation code. You must enter the validation code on the confirmation web page and hit the "Validate" button. You will then automatically be forwarded to a "Thank You" page. Once validated, you may login to your Lanier Technical College Alerts account and enter your preferred email address and additional mobile phone number (e.g., a parent's mobile phone number).

### What if I am not able to register?

For registration assistance, e-mail your mobile phone number and the name of your provider to [support@e2Campus.com](mailto:support@e2Campus.com). Indicate you want to register in the Lanier Technical College Alerts system.

### What if I do not receive/enter the 4-digit validation code?

If you do not enter the 4-digit validation code, an account is created but you will not receive alerts. To receive alerts, you must login and re-validate your phone. If you do not receive the code, please contact support (see previous question).

### How can I opt-out of Lanier Technical College Alerts?

You can opt-out (discontinue) at any time just as quickly and easily as you signed up. Login to your Lanier Technical College Alerts account for detailed instructions.

### What will the Lanier Technical College Alerts tell me?

A short text message will state the type of threat and indicate suggested action. For instance, in the case of a chemical spill: "CHEMICAL SPILL ON GROUNDS. AVOID (LOCATION). DETAILS AT WWW.LANIERTECH.EDU." Because the messages must be brief, you will always be directed to go to the University's Web site ([www.laniertech.edu](http://www.laniertech.edu)) where details will be available.

***An important reminder: the Lanier Technical College Web site is the primary and most complete resource for current emergency information. The Lanier Technical College Alerts text messaging service is just one of the methods the University will use to communicate emergency information. If appropriate, global e-mails, the telephone switchboard, flyers, local media and other communication tools will also be used.***



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Download Lanier Tech's College Viewbook

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[Program of Study](#)

[Financial Aid](#)

**Over 40 great majors!**  
**Degree, Diploma, and Certificate programs!**  
**Dual enrollment/Move On When Ready!**  
**Student clubs and organizations!**  
**How to Apply!**

**[Click to download](#)**

**Lanier Technical College's College Viewbook**  
to learn how  
**Great Careers Begin Here.**





*Lanier Technical College has a 100% job placement rate and offers over 40 programs of study in some of the nation's fastest-growing career fields including healthcare, energy, business and industry, and public or private service. More information about [Lanier Technical College](http://www.laniertech.edu) may be obtained by calling 770-533-7000 or by visiting [www.laniertech.edu](http://www.laniertech.edu). Lanier Technical College is a unit of the [Technical College System of Georgia](#).*

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Lanier Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lanier Technical College.

Lanier Technical College does not discriminate on the basis of race, color, national origin, gender or disability. For nondiscrimination information, please contact Nancy Beaver, Title IX Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood, GA 30056, 770-533-7001, or [nbeaver@laniertech.edu](mailto:nbeaver@laniertech.edu) and Mallory Safley, Section 504 Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood, GA 30056, 770-533-7003, or [msafley@laniertech.edu](mailto:msafley@laniertech.edu).

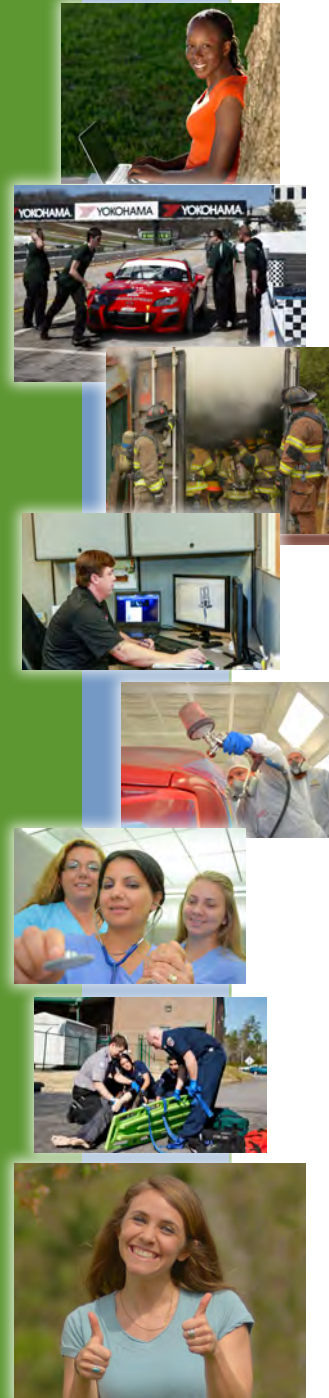
For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our website at: <http://www.laniertech.edu/GE.aspx>.

**[www.LanierTech.edu](http://www.LanierTech.edu)**

**770.533.7000**

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in Georgia*

# Student Resource Guide



**[www.LanierTech.edu](http://www.LanierTech.edu)**

**770.533.7000**

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## What is a student?

A student is the most important person in any educational institution.

A student is not an interruption of our work. He/she is the major purpose of it.

A student is not just a statistic. He/she is a person with feelings and emotions.

A student is a person who comes to us with his/her needs or wants. It is our responsibility to meet those needs if we can.

A student is deserving of the most courteous and attentive treatment we can give him/her.

A student is the lifeblood of this and every other educational institution.

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## Where do I buy books?

Bookstores are currently located at the Oakwood and Forsyth Campuses. During the first four instructional days of the term, 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 to make other arrangements. Dawson County Campus students may purchase their books at the Forsyth Campus or by contacting the Oakwood Campus bookstore at 770-531-6312 to make other arrangements. Books can be ordered online at [www.laniertechbook.com](http://www.laniertechbook.com).

Should you have questions, please contact the Oakwood Campus bookstore at 770-531-6312.

## Where do I go to get information on taking the GED Exam?

Visit [www.laniertech.edu](http://www.laniertech.edu) and click "Adult Education" or contact the Adult Education Department at 770-531-3356 or [bthomas@laniertech.edu](mailto:bthomas@laniertech.edu).

## How do I file a student accident report?

By visiting the Office of Student Affairs at each campus. Should you have questions, please contact Ruth Perry at 770-533-7002 or [rperry@laniertech.edu](mailto:rperry@laniertech.edu).

## How do I re-set my Banner Web password?

Banner passwords can be reset by visiting the Student Affairs Office on each campus. Photo IDs are required for identification.



General Studies



Industrial Systems Technology



Automotive Technology



Welding and Joining Technology



### Where do I get help if I am a student with disabilities?

Contact the Coordinator of Disability Services in the Office of Student Affairs at 770-533-7003 or [msafley@laniertech.edu](mailto:msafley@laniertech.edu).

### Where do I go to withdraw from courses or request a refund?

Refunds are processed automatically when a student withdraws or is withdrawn from the College prior to the third day of the semester. These refunds are processed through the Office of the Registrar and the Business Office/Administrative Services. The refund check will be mailed to the student's most current address on Banner Web. Should you have questions, please contact the Registrar's office at 770-533-7003 or [registrar@laniertech.edu](mailto:registrar@laniertech.edu).

### How do I receive my refund as a direct deposit?

If a student would like direct deposit, an ACH authorization form must be signed and returned to the Business Office/Administrative Services at the Oakwood Campus. The ACH authorization form is available in the Business Office/Administrative Services at the Oakwood Campus or can be sent to a student's email address by request. Should you have questions, please contact the business office at 770-533-6909.

### Where do I go to change my program of study?

Program change forms are available online at [www.laniertech.edu](http://www.laniertech.edu) under Student Affairs Forms or by visiting the Student Affairs Office of each campus. Should you have questions, please contact Candice Grillo at 770-533-7010 or [cgrillo@laniertech.edu](mailto:cgrillo@laniertech.edu).

### Where do I get help with finding a part-time or full-time job?

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 about finding a job or need help with job-seeking skills, please contact the Career Services Specialist at 770-533-7009 or [mlawrence@laniertech.edu](mailto:mlawrence@laniertech.edu).

## Career Services

Malissa Lawrence [mlawrence@laniertech.edu](mailto:mlawrence@laniertech.edu)  
 Career Services Specialist 770-533-7009  
 Oakwood Campus

### Services are available to all students and alumni, including:

Career Assessment On Campus e-recruiting  
 Career Planning Interviewing Assistance  
 Resume Critique Career Fairs

### Resources:

GCIS (Georgia Career Information Center) Salary.com  
 GA College 411 Monster.com  
 Indeed.com CareerBuilder.com  
 Glassdoor Bright  
 SimplyHired

## Special Populations

Kari Register 770-533-7005  
 Coordinator of Special Populations [kregister@laniertech.edu](mailto:kregister@laniertech.edu)  
 Oakwood Campus

Services are available to students in a program considered non-traditional for their gender, single parents, single pregnant mothers, displaced homemakers, economically disadvantaged, students in the foster care system, and limited English speaking students.

### Services Include:

Community Resources & Referrals Life Skills Workshops  
 Resource & Wellness Fairs Lunch & Learn Events

### Resources: Listed on pages 12-15



Medical Assisting



Cosmetology



Radiologic Technology



Machine Tool Technology

**Disability Services**

Mallory Safley msafley@laniertech.edu  
 Coordinator of Disability Services 770-533-7003  
 Oakwood Campus

A student must self-disclose as disabled and provide current documentation of the disability and requested accommodation, under Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Americans with Disabilities Amendments Act of 2008.

Services Include:

- Testing Accommodations
- Audio Recorder or Smart Pens
- Assistive Technology & Software
- Interpreting Services for the Deaf & Learning Impaired
- Assistance in Obtaining Books in Alternative Formats

**Student Navigator**

Megan Whitworth mwhitworth@laniertech.edu  
 Student Navigator 770-533-7026  
 Oakwood Campus

LTC’s Student Navigator provides focused student support services to help students persist in their program of study.

**Financial Aid**

Federal Student Aid Info	<a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a>	800-433-3243
FAFSA on the Web	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>	800-4FED-AID
Georgia Student Finance	<a href="http://www.gacollege411.org">www.gacollege411.org</a>	800-505-GSFC
Veterans’ Benefits	<a href="http://www.gibill.gov">www.gibill.gov</a>	888-442-4551
The College Board	<a href="http://www.collegeboard.com">www.collegeboard.com</a>	NA
FastWeb (Scholarships)	<a href="http://www.fastweb.com">www.fastweb.com</a>	NA
LTC (Scholarships)	<a href="http://www.lanier-tech.edu/about/scholarships">www.lanier-tech.edu/about/scholarships</a>	770-533-7035

For possible Pell and other funds, students must reapply through FAFSA every year after completing tax returns.

Financial Aid recipients must adhere to the Financial Aid Satisfactory Academic Progress Policy listed in the Student Handbook located at [www.lanier-tech.edu](http://www.lanier-tech.edu).

**How do I drop or add a course?**

Contact your faculty advisor. Students may drop courses via Banner Web. Should you have questions, please contact the Records Management Secretary at 770-533-7012 or registrar@laniertech.edu.

**Where do I get a copy of my transcript?**

Transcripts may be requested in the Office of Student Affairs at each campus by filling out a Transcript Request Form, by downloading and completing a Transcript Request Form from [www.lanier-tech.edu](http://www.lanier-tech.edu)., or by logging onto BannerWeb and completing an online request. Should you have questions, please contact the Registrar’s office at 770-533-7012 or registrar@laniertech.edu.

**Is there a transcript fee?**

There is a \$5.00 fee for each official transcript requested. There is no charge for unofficial copies of transcripts. Unofficial copies of transcripts are available via Banner Web. Should you have questions, please contact the Registrar’s office at 770-533-7012 or registrar@laniertech.edu.

**Where do I get a parking tag?**

At the present time, parking tags are only required at the Barrow, 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 at the Forsyth Campus, Building A. Should you have questions regarding parking, please contact the Business Office/Administrative Services at 770-533-6909 or paula@laniertech.edu.

**Where do I 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: Oakwood Campus at 770-533-7000, Forsyth Campus at 678-341-6600, Barrow Campus at 770-297-4500, Jackson Campus at 770-535-6270, or Dawson Campus at 678-518-5200.

**Oakwood Campus**

2990 Landrum Education Drive  
Oakwood, GA 30566  
Phone: 770-533-7000  
Fax: 770-531-6328

**Forsyth Campus**

3410 Ronald Reagan Blvd.  
Cumming, GA 30041  
Phone: 678-341-6600  
Fax: 770-781-6951

**Dawson Campus**

408 Highway 9 North  
Dawsonville, GA 30534  
Phone: 678-513-5200  
Fax: 678-513-5220

**Barrow Campus**

965 Austin Road  
Winder, GA 30680  
Phone: 770-868-4080  
Fax: 770-868-4082

**Jackson Campus**

631 South Elm Street  
Commerce, GA 30529  
Phone: 770-535-6270  
Fax: 706-335-2946

<b>Admissions</b>	770-533-7010
<b>Registrar</b>	770-533-7012
<b>Financial Aid</b>	770-533-7019
<b>Business Office</b>	770-531-6450
<b>Oakwood Bookstore</b>	770-531-6099
<b>Oakwood Library</b>	770-531-6312
<b>Forsyth Bookstore</b>	770-533-6963
<b>Forsyth Library</b>	770-781-6893 678-341-6636

**Veterans' Services**

Shay Snow ssnow@laniertech.edu  
VA Certifying Official 770-533-7022  
Oakwood Campus

Provides assistance to all Chapter 1606/1607, Chapter 30, Chapter 31, Chapter 33, and Chapter 35 Veterans from basic questions and answers to certifying.

**Library**

Kathryn Thompson Director of Library Services kthompson@laniertech.edu 770-533-6968	Min Su Forsyth Campus Librarian msu@laniertech.edu 678-341-6636
--	--

**Hours by Campus (when classes are in session):**

Oakwood Campus	Monday—Thursday 7:30 am—9:00 pm
Forsyth Campus	Monday—Thursday 7:30 am—8:00 pm
Barrow Campus	Open while classes are in session
Dawson Campus	Open while classes are in session
Jackson Campus	Open while classes are in session

**GALILEO—Georgia Library Learning Online**

For more information on Library/Media Center Resources visit:  
[www.laniertech.edu/library](http://www.laniertech.edu/library).

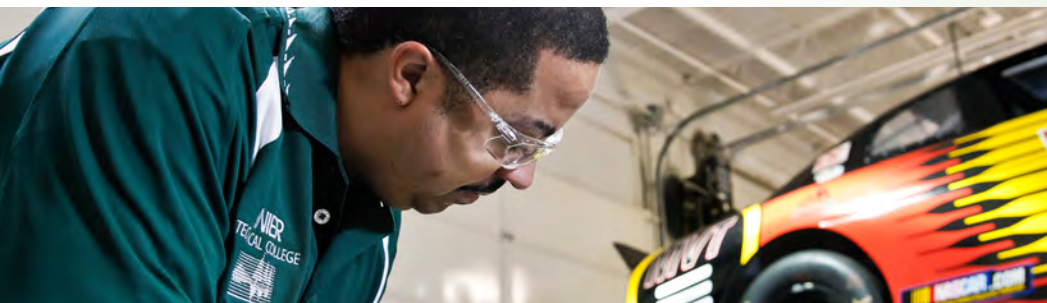
**Campus Book Store**

Marjie Shaw General Manager manager400@neebo.com Neebo Store #400/Lanier Tech	Oakwood Campus 770.531.6312 Forsyth Campus 770-781-6893
--	--

**Note:** Barrow, Dawson, and Jackson campuses do not have a bookstore on campus. Students can buy books from the closest campus listed above, or order books online at [www.laniertechbooks.com](http://www.laniertechbooks.com).

Bookstore hours may change each semester, so call for updated hours.

Oakwood is open Monday—Thursday  
Forsyth is open Monday & Thursday only



Fire Science Technology



## Foundation

The Lanier Tech Foundation, through donations from business, industry, civic organizations, and individuals, provides scholarships for deserving students. These funds may supplement federal and state grants and may be used for both direct and indirect costs associated with educational expenses incurred during the award periods. Lanier Tech Foundation Scholarship applications will be reviewed and awarded by the Foundation Scholarship Committee.

Deadlines are as follows:

- Spring—December 1st
- Summer—April 1st
- Fall—July 1st

Questions? Please contact:

Cris Perkins  
 Executive Director  
 770-533-7034  
 cperkins@laniertech.edu

## Tutoring

Tutoring is free and available to all students. The schedule changes each semester. Semester tutoring schedules are available online at [www.laniertech.edu/tutoring.aspx](http://www.laniertech.edu/tutoring.aspx).

Tutoring services begin within the first two weeks of each semester.

## Discrimination/Harassment

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, or citizenship status (except in those special circumstances permitted or mandated by law).

All persons who believe that they are or may have been victims of improper harassment, or any student grievances alleging

## Jackson County

Action, Inc. (food/utilities/rent)	706-367-9599
Adult Learning Center (GED)	770-535-6277
Banks/Jackson Community Food Bank	706-335-5143
Career Center—Goodwill Industries	706-433-1908
Child Care Resource & Referral Agency	706-353-1313
Cooperative Resource Center (housing)	706-335-2308
Jackson County Dept. of Family & Children Serv.	706-367-3018
Jackson County Transit	706-367-7433
People First (disability organization)	706-247-0426

## Lumpkin County

Adult Learning Center (GED)	706-867-2862
Children with Special Needs	706-867-9621
Community Helping Place (utilities)	706-864-1980
DFCS (food stamps)	706-864-6900
Dial-A-Bus	706-864-4637
Ninth District Opportunity, Inc.	706-864-3758
Dahlonega Housing Authority	770-531-6060
Georgia Department of Veterans Services	706-867-2727
Health Department	706-265-8389
Lumpkin County Family Connection	877-427-3224
Peachtree Care for Kids	800-204-8731



Computer Science Technology



Esthetician



**Forsyth County**

Adult Learning Center (GED)	678-341-6606
Avita Community Partners	678-341-3840
Child Care Resource & Referral Agency	404-479-4200
Children with Special Needs District 2 Public Health	770-781-6900
Cumming Vocational Rehabilitation Agency	770-781-6781
Forsyth County Dial-A-Ride	770-889-6384
Forsyth County Family Haven	770-781-6900
Forsyth County Health Department	770-887-5331
Forsyth County Housing Authority	770-781-6781
Housing Authority of the City of Cumming	770-887-5331
National Hispanic Alliance for Health	866-783-2645
Peachtree Care for Kids	877-427-3224
Rape Response	800-721-1999

**Hall County**

Adult Learning Center (GED)	770-531-3356
Adult Learning Center (ESL)	770-531-3370
Atlanta Union Mission (shelters)	404-525-3178
Avita Community Partners (Healthcare/Abuse)	678-207-2900
Dept. of Community Affairs Rental Assistance Program	706-369-5636
Department of Family & Children Services	770-532-5298
Gainesville Action Ministries (rent/utilities)	770-531-1440
Gateway House (emergency shelter)	770-536-5860
Goodwill Career Center	770-528-4206
Georgia Department of Labor	770-535-5468
Hall Area Transit (Red Rabbit)	770-503-3333
ICT-Hope Program	678-936-4097
Medlink – Gainesville	770-287-0290
Ninth District Opportunities, Inc.	770-532-3191
Quality Care for Children	404-497-4200
Rehabilitation Industries of NE Georgia	770-535-7464
Veteran’s Service Department	770-531-6060
Wood’s Mill Adult Learning Center (GED)	770-531-3356
Wood’s Mill Adult Learning Center (ESL)	770-531-3370

action of a discriminatory nature, are encouraged to seek resolution by contacting the Title IX Coordinator & Sexual Harassment Officer for Students:

Nancy Beaver  
 Vice President of Student Affairs  
 Building 200, Office 201-I  
 nbeaver@laniertech.edu  
 770-533-7001

Inquiries concerning the application of the Americans with Disabilities Act to the policies and practices of Lanier Technical College may be addressed to the Section 504 Coordinator:

Mallory Safley  
 Coordinator of Disability Services  
 Building 200, Office 201-F  
 msafley@laniertech.edu  
 770-533-7003

**Clubs and Organizations**

- Accounting Club
- National Technical Honor Society (NTHS)
- Phi Beta Lambda
- Rho Alpha Delta
- Students of the American Dental Hygiene Association (SADHA)
- Student Government Association (SGA)
- SkillsUSA



Pharmacy Technology



Machine Tool Technology

**Top Ten Study Skills for College Students**

**1. Set goals.**

It is difficult to arrive at a final destination when you are unsure of what it is and how to get there. Develop a roadmap for reaching your educational goals.

**2. Use an appointment book.**

It is easy to forget assignment due dates, test dates, and other important information when they are not written down, especially when you're focused on your studies.

**3. Know your learning style.**

Develop strategies for overcoming learning differences when instructors employ contradictory teaching methods.

**4. Be an active reader.**

You'll better retain information from the textbook if you practice active reading.

**5. Participate in study groups.**

Organize study groups with other classmates. It's easier to remember concepts taught to others, and group members often share insights you never consider.

**6. Take notes.**

Take organized notes. If it's useful, develop outlines, highlight key information, or utilize other methods to organize lecture notes.

**7. Organize your study materials.**

Organize notes, assigned readings, and other study materials, so they can be easily retrieved while studying.

**8. Draft papers.**

Always write a rough draft when preparing an essay. Take time to review it for incompleteness and errors, and ask the instructor or a classmate to read it and offer advice.

**9. Slow down on tests.**

It's common to misunderstand questions or skip key information when nervous. Take time to thoroughly read test questions.

**10. Don't replace protein with caffeine.**

Before a test, avoid consuming caffeine. Instead, eat foods high in complex carbohydrates and protein.

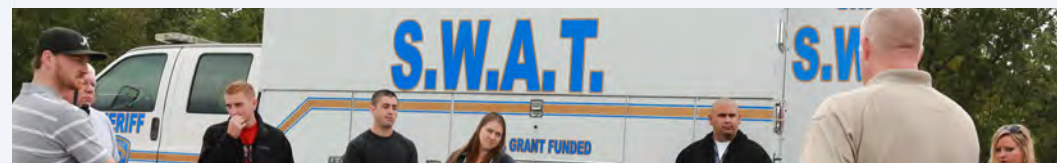
*(Source: College Atlas—Encyclopedia of Higher Education)*

**Barrow County**

Action, Inc. (Financial)	770-307-3026
Addiction Evaluations, Inc.	770-426-7511
Adult Learning Center (GED)	770-868-4093
Advantage Behavioral Health	770-531-3361
Barrow County Cooperative Asst. Center	770-867-3925
Barrow Counseling Center	770-868-8737
Barrow County Food Bank	770-867-3925
Barrow County Health Department	770-307-3011
Georgia Department of Labor	770-535-5484
Medlink	770-867-8003
Operation Roundup (Jackson EMC)	770-867-6633
Piedmont Rape Crisis Center	770-267-2505
Temporary Assistance for Needy Families (TANF)	770-586-5423
	770-868-4222

**Dawson County**

Adult Learning Center (GED)	678-513-5205
Atlanta Action Ministries (homeless assistance)	678-316-1972
Avita Community Partners	706-864-6822
Child Care Resource & Referral Agency of NE GA	770-718-3883
Children with Special Needs	404-657-4143
Dawson County Dept. of Family & Children Services	706-265-6598
Dawson County Health Department	706-265-2611
Dawson Transit	706-344-3603
Family Haven, Inc.	770-889-6384
Gateway House, Inc.	770-536-5860
Georgia Department of Labor	770-535-5976
Georgia Housing Authority	706-369-5636
Jars of Clay (housing)	404-586-9793
Military Family Assistance	706-879-2918
No One Alone (NOA—emergency shelter)	706-867-6420
Rape Response, Inc.	770-503-7273



Criminal Justice Technology

**Georgia**

United Way Resource List	211
Domestic & Family Violence Hotline	800-334-2836
Child Abuse Prevention Hotline	800-4-ACHILD
Child Care in Georgia	877-ALL-GAKIDS
Drug Help Line	800-378-4435
Georgia Legal Services	404-894-7707
Georgia Network to End Sexual Assault	404-815-5261
Mental Health Crisis Line	800-493-1932
Peach Care for Kids	877-GA-Peach
Social Security Administration	800-772-1213

**Banks County**

Atlanta Veteran’s Center	404-347-7264
Avita Community Partners	706-894-3700
Banks County Adult Learning Center	706-677-4302
Banks/Jackson Community Food Bank	706-335-5143
Banks County Community Resource Association	706-677-3667
Banks County Dept. of Family and Children Services	706-677-2272
Banks County Health Department	706-677-2296
Child Care Resources & Referral Agency of NE GA	706-543-6177
Gateway Domestic Violence Center	770-536-5860
Georgia Department of Labor	706-282-4514
GA Residential Authority Rental Assistance Program	706-369-5636
Housing Authority	706-886-9455
Piedmont Rape Crisis Center	770-586-5423
Rehabilitation Industries of NE Georgia	770-535-7464
Transportation: Trans-A-Van	706-677-1835



Paramedicine



Computer Information Systems

**Drug-Free Campus Act**

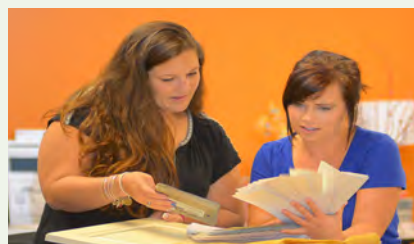
In accordance with the Drug Free Schools and Communities Act Amendments of 1989, Lanier Technical College has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Lanier Technical College expects faculty, staff, and students to meet appropriate standards of performance, to observe basic rules for good conduct, and to comply with the College Student Code of Conduct. In the discharge of its responsibilities as an employer, Lanier Technical College aggressively promotes and requires a drug-free campus among its students, faculty, and staff.

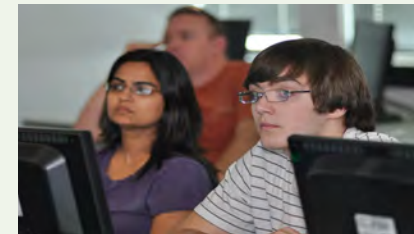
Institutional standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or as part of any institutional-sponsored activities. Sanctions up to and including dismissal and referral for prosecution will be imposed for the violation of these standards. The Office of Student Affairs provides assistance to students with drug or alcohol-related problems.

If you wish to read the entire Drug-Free Campus Act, please go to [www.laniertech.edu](http://www.laniertech.edu). Type in “Drug Free Campus Act” under search site.

Questions regarding this policy should be directed to the Human Resource Office, if in regard to employees, and to the Special Populations Office, if in regard to students.



Interiors



General Studies



## Sources of Help for Alcohol/Drug Dependency: Avita Partners Behavioral Health Services

(Low Income/sliding scale fees)

### Avita Locations:

Hall County	678-207-2900
Forsyth County	678-341-3840
Banks County	706-894-3700
Jackson County	706-864-6822
Lumpkin County	706-864-6822
Dawson County	706-864-6822

### Addiction Evaluations, Inc.

Barrow County	770-426-7511
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### Laurelwood

(Mental Health Services at Northeast Georgia Medical Center)	770-219-3800
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### HALT Club

(Twelve Step Program)	770-534-3777
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### National Clearinghouse for Drug and Alcohol Info

1-800-729-6686

### United Way 2.1.1

770-534-0617

## Campus Safety and Security

We at Lanier Technical College strive to provide a safe and secure educational environment for our students, faculty, and staff. We provide professionally trained, licensed law enforcement officers to accommodate any and all safety and security needs.

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 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 for students. Lanier Technical College keeps its crime reports for a period of three years, and they are always available on

the College website at [www.laniertech.edu](http://www.laniertech.edu).

Any questions or concerns related to safety and security should be reported to the security officer on duty or Paula Davidson in Administrative Services at 770-533-6900, between the hours of 8:00 a.m. and 7:00 p.m., Monday through Thursday, excluding holidays. To report any incident or crime on campus, call the main number at your respective campus. If after normal school hours, call 911.

## Violence Against Women Act (VAWA)

In compliance with federal laws, Lanier Technical College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Lanier Technical College does not discriminate on the basis of sex in its educational programs and does not tolerate sexual harassment or sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender-based or not and include dating violence, domestic violence, and stalking.

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct ([www.laniertech.edu/coc/Dod%20of%20Conduct.htm](http://www.laniertech.edu/coc/Dod%20of%20Conduct.htm)), College policies, and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Affairs. To review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct, please visit <http://laniertech.edu/coc/Sexual%20Harassment.html>.

Lanier Technical College’s Sexual Harassment and Assault Reporting and Education website is also intended to provide assistance in obtaining information and identifying resources for anyone who becomes aware of or has experienced sexual harassment and assault.

You have other options in addition to contacting College Security regarding sexual assault, domestic violence, dating violence, and stalking. The first step in the procedure is to contact Nancy Beaver, Title IX Coordinator, at 770-533-7001 or [nbeaver@laniertech.edu](mailto:nbeaver@laniertech.edu).



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## Lanier Tech's SkillsUSA at GeorgiaFirst Robotics Competition

[Learn more about ALL programs](#)

[Program of Study](#)

[Financial Aid](#)

### SkillsUSA leaders provide support to GeorgiaFirst Robotics competition.

Lanier Tech's SkillsUSA leaders supported the [GeorgiaFirst Robotics](#) competition, which was held at Riverside Academy and drew a standing room only crowd. Lanier Tech's SkillsUSA team also showcased many of the College's high tech programs and helped high school students make informed decisions on careers and collegiate education.



The mission of [GeorgiaFirst Robotics](#) is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that



foster well-rounded life capabilities including self-confidence, communication, and leadership.



Noted inventor and Founder of First Robotics Competition, [Dean Kamen](#), noted these competitions help "to transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders." Kamen was awarded the National Medal of Technology in 2000 by President Clinton. The award was in recognition for Kamen's inventions that have advanced medical care worldwide.



*Lanier Technical College offers over 45 programs of study in some of the [nation's fastest-growing career fields including healthcare, energy, business and industry, and public or private service](#). More information about [Lanier Technical College](#) may be obtained by calling 770.533.7000 or by visiting [www.laniertech.edu](#). Lanier Technical College is a Unit of the [Technical College System of Georgia](#).*

[Campuses / Contact Us / Directions](#)

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2990 Landrum Education Drive, Oakwood, Georgia 30566  
Phone: 770-533-7000 | Fax: 770-531-6328  
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## YOU'RE INVITED! CAMPUS VISITATION DAYS.

[Learn more about ALL programs](#)

[Program of Study](#)

[Financial Aid](#)

## YOU'RE INVITED!



*To register click on one of the following campus links below.*

[\*\*FORSYTH CAMPUS TUESDAY, MARCH 14, 2017,  
4:00-7:00 PM\*\*](#)

[\*\*BARROW CAMPUS WEDNESDAY, MARCH 15, 2017,  
4:00-7:00 PM\*\*](#)

[\*\*OAKWOOD CAMPUS THURSDAY, MARCH 16, 2017,  
4:00-7:00 PM\*\*](#)

[\*\*DAWSON CAMPUS THURSDAY, MARCH 30 2017\*\*](#)

**4:00-7:00 PM**

**Campus tours** will be conducted at **4:30 PM** and **6:00 PM** during **EACH** campus event.

Representatives from Admissions, Financial Aid, Move On When Ready, and Academic Affairs will be available to answer your questions.

***Come see all that Lanier Tech can offer you!***

*Lanier Technical College offers over 45 programs of study in some of the [nation's fastest-growing career fields including healthcare, energy, business and industry, and public or private service](#). More information about [Lanier Technical College](#) may be obtained by calling 770.533.7000 or by visiting [www.laniertech.edu](http://www.laniertech.edu). Lanier Technical College is a Unit of the [Technical College System of Georgia](#).*

**Campuses / Contact Us / Directions**

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Search Site

## 4th Annual LTC Foundation 5K presented by King's Hawaiian

[Learn more about ALL programs](#)

[Program of Study](#)

[Financial Aid](#)

### 4th Annual Lanier Tech Foundation 5K presented by King's Hawaiian



The 4th Annual Lanier Tech Foundation 5K Presented by King's Hawaiian will be held at the college's Oakwood Campus on Saturday, March 18 beginning with a one-mile fun run at 9:30 a.m. with the 5K following at 10 a.m.



The race is part of the 2017 Black Bag Race Series. Packet pickup and race day registration will begin at 8:30AM. All proceeds from this race will go towards the

Lanier Technical College Foundation General Scholarship Fund.

Registration for the race is \$25 and includes a goodie bag and race t-shirt. You may register online at [www.active.com](http://www.active.com) or the Lanier Tech Foundation Office 2990 Landrum Education Parkway, Building 100, Room 101F.

Current Lanier Tech students, staff, and faculty get a discount if registered through the Lanier Tech Foundation Office.

**To register, click on the following link:**

**[4th ANNUAL KING'S HAWAIIAN 5K and FUN RUN](#)**

Awards will be given to the Overall Male/Female, Masters Male/Female and two deep in age groups beginning with 10 and under to 75 and over. Finish line management and results provided by Classic Race Services with results posted to [www.classicraceservices.com](http://www.classicraceservices.com), [www.active.com](http://www.active.com), [www.runningintheusa.com](http://www.runningintheusa.com) and [www.coolrunning.com](http://www.coolrunning.com).



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**YOU can make a difference in students' lives.**



**Wednesday, February 22, 2017**  
**4:00 PM – 7:00 PM**  
**Lanier Technical College**  
**2990 Landrum Education Drive**  
**Oakwood, Georgia 30566**  
**Oakwood Campus Bldg. 300, Room 301**  
**Phone: 770-533-7000 | Fax: 770-531-6328**



**Department chairs will be available** to discuss open positions in Mathematics, Natural Science, Social Science, Social Studies, Fine Arts, and English.

**Bring:**

- Cover letter, Resume/CV, and Unofficial Transcripts

**Requirement:**

- Must possess a minimum of a master's degree in the subject area, or a master's degree and 18 graduate hours in the subject area, or a master's degree with 18 graduate hours in the teaching field.
- To be considered for a Mathematics Adjunct Instructor position in Learning Support, a BS/BA in Mathematics, or a related field is required. Teaching experience is preferred.
- A background check is part of the selection process.

**Classes available in Cumming, Winder, Dawsonville, and Oakwood.**



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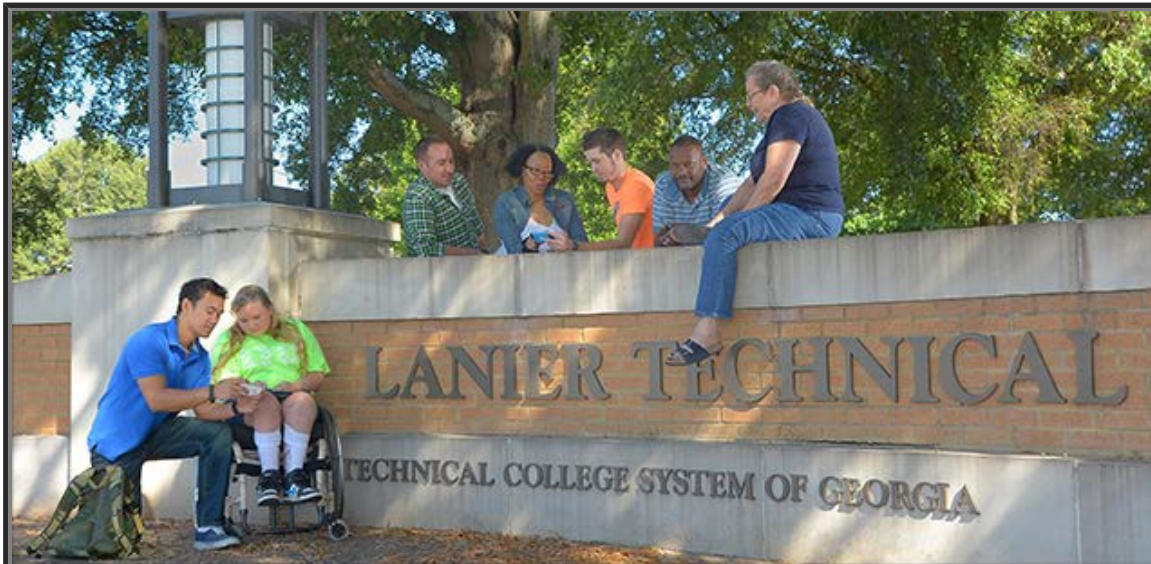
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## Accounting students attend CPA Day at the Gold Dome

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### Lanier Tech Accounting students attend *CPA Day at the Gold Dome*

Lanier Tech's Sails Accounting Club attended *CPA Day at the Gold Dome* as guests of the Georgia Society of CPAs, who hosted the event.



Students had breakfast with Rep. Emory Dunahoo who explained the process for a bill to become Georgia law, and they heard about legislative updates affecting the Accounting industry from CPA legislators, who are CPAs themselves.



Students were introduced to tax changes anticipated with the new Federal Administration and saw firsthand how tax laws are discussed at the national level.

After the morning's informative sessions, the students walked a few blocks to the Capitol, along with several hundred Georgia CPAs, to have a group picture taken with Governor Nathan Deal.



During their time at the Capitol, the students had an opportunity to meet TCSG Commissioner Gretchen Corbin, who was on her way to another event at the Capitol. Commissioner Corbin took time to shake hands with all the students.





Senator Butch Miller received the students in his office and discussed the importance of technical education in our economy, plus the need for the new Lanier Tech campus, which is being constructed in Hall County. Sen. Miller was interested in knowing which areas of Accounting each student wanted to specialize in.

During an afternoon photo session, Rep. Dunahoo introduced the students to Lt. Gov. Casey Cagle, who also took the time in his busy schedule to have his picture taken with the students. Cagle wanted to know what percentage of the Accounting students would go directly to work and what percentage would continue on into a four year institution. Pennie Eddy, Accounting Program Director, said about half of the Accounting students currently in the program are continuing their education upon graduation from Lanier Technical College. The Accounting Program currently has over 120 students enrolled in the 2017 Spring semester.



Lt. Gov Cagle also spoke of the importance of the new Hall Campus and of all the future students that it will serve and the businesses and industries that will benefit from Lanier Technical College's workforce development mission.



As a final discussion, Rep. Emory Donahoo showed the students a large print out that was part of the budget, and that it would be discussed and voted on in the next few days. Dunahoo explained how important the budget process was in the funding and in running of the State's government. Rep. Dunahoo commented that he carefully tracks the budget to in order to ask questions to serve his area. He invited the students to return to learn more about the budget process and to become involved in their state government.

Tax Accounting and Budget Management are courses that students take during their career in Accounting at Lanier Tech. Today, they got to see these topics in action at the "Gold Dome" and to hear from industry experts about changes affecting their profession, and to see the importance that taxation and budgeting play in the working of Georgia's State Government.

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## Bridget Rigby is 2017 Lanier Tech Rick Perkins Award Winner

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### **Bridget Rigby named 2017 Lanier Technical College Rick Perkins Award Winner**

Bridget Rigby, Instructor for the Lanier Technical College Paramedicine Program has been named the college's Rick Perkins Instructor of the Year Winner for 2017.



The winner was announced Tuesday at the annual Lanier Technical College EAGLE/GOAL/Rick Perkins Award Luncheon at the Gainesville Civic Center.





“Bridget is such an outstanding representative of the incredible faculty we have at Lanier Technical College,” President Dr. Ray Perren said. “Bridget is one of our best and is held in high regard by her students and her peers at the college. I know she will do us proud as she continues through this Rick Perkins competition.”

Sam Stone, Paramedicine Program Director and Instructor at Lanier Technical College, said “Bridget exhibits knowledge and experience unlike anyone that I have ever meet in my 40 years in EMS. She excels in all aspects of passing on this knowledge to her students and confirms their abilities to perform the best care to the citizens of their communities. The patients of Northeast Georgia have greatly benefited from the care offered to them from the students that Bridget has taught. She is truly deserving of this award. We are very proud of her.”



Rigby joined the Lanier Tech team in 2010. Bridget holds a Bachelor of Science from University of Maryland Baltimore County in Emergency Health Services Management, as well as another B.S. in Physiology and Neurobiology from University of Maryland College Park. In addition to her formal studies, Rigby has extensive experience in EMS, starting in 1991 as an EMT. She became licensed as a paramedic in 1994.

The Rick Perkins Award is given annually by the Technical College System of Georgia (TCSG) to the Outstanding Instructor of the Year. In order to qualify at

the state level, each of the system's 22 colleges select a winner at the local level who then goes on to compete in one of three regional competitions in March. From each region, three representatives are then sent on to the state competition which will be held in April at the Spring TCSG Leadership Conference.

The other three finalists for the Rick Perkins Award Competition at Lanier Technical College where: First Runner-Up Dr. Sravanti Kantheti (Program Chair and Instructor for Anatomy and Physiology), Annette Baker (Director and Instructor for Health Information Management Technology) and Johnna Connell (Instructor for Medical Assisting).

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## Lauren Hockaday chosen as Lanier Tech's 2017 GOAL Winner

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### Lauren Hockaday chosen as Lanier Technical College's 2017 GOAL Winner

Oakwood, GA – Lauren Hockaday, a Firefighter/EMSP student at Lanier Technical College from White County has been named as the college's winner of the Georgia Occupational Award of Leadership (GOAL).



The announcement was made at the College's GOAL recognition meeting on January 24th, 2017 at Gainesville Civic Center.

Hockaday was chosen by a panel of local leaders over three other nominees for the award. The runners-up were Heather Chick, Barrow County, Medical Assisting; Kristie Stith, Hall County, Medical Assisting; and Allison Smith, Forsyth County, Interiors.

GOAL, a statewide program of the Technical College System of Georgia, honors excellence in academics and leadership among the state's technical college students. Local GOAL winners are selected at each of the state's 22 technical colleges as well as one Board of Regents college with a technical education division.



The announcement of Hockaday as the Lanier Technical College's GOAL winner was made by Dr. Ray Perren, Lanier Technical College President.

Hockaday will now proceed to regional judging. All college GOAL winners will receive an all-expense-paid trip to Atlanta for two days in April. Nine regional finalists, three finalists from the three regions, will be announced in Atlanta on April 12, 2017. A panel of leaders from the business, industry and government sectors will interview them and choose one to be the 2017 state GOAL winner and the recipient of the GOAL medallion.

The grand prize also includes a new car, courtesy of Kia Motors Manufacturing Georgia, the statewide corporate sponsor of the GOAL program.

Hockaday stated that "This has been an incredible experience, and I am very proud to represent Lanier Technical College."

Hockaday is the wife of Matthew Hockaday. She lives with her husband in Helen, GA. She chose to attend Lanier Technical College to earn her degree and pursue a career in the fire service field.

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## Lanier Tech names Semi-finalists for GOAL Award

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### Lanier Technical College names Semi-finalists for GOAL Program

Four Lanier Technical College students have been selected as the College's semi-finalists for the Georgia Occupational Award of Leadership (GOAL), according to Kari Register, coordinator for the Lanier Technical College's GOAL Program.

Chosen as semi-finalists are: Heather Chick, Medical Assisting, Barrow County; Lauren Hockaday, Firefighter/EMSP, White County; Kristie Stith, Medical Assisting, Hall County; and Allison Smith, Interiors, Forsyth County.



Heather Chick



Lauren Hockaday



Allison Smith



Krisite Stith

GOAL, a statewide program of the Technical College System of Georgia, honors excellence in academics and leadership among the state's technical college students. GOAL winners are selected at each of the state's 22 technical colleges, as well as one Board of Regent college with technical education divisions.

All the college GOAL winners will compete in regional judging, which will include students from the other 22 technical colleges of the Technical College System of Georgia as well as the one Board of Regents college with technical education divisions.

"The purpose of the GOAL program is to spotlight the outstanding achievement by students in Georgia's technical colleges and to emphasize the importance of technical education in today's global workforce," said Register.

According to Register, a screening committee of administrators at Lanier Technical College selected the four semi-finalists from a list of students nominated by their instructors.

"The next step is for a panel of business, civic and industry leaders from the community to interview and evaluate these four students and select one to be the college's 2017 GOAL winner," explained Register.

"The one judged most outstanding will compete in the North regional judging. Three finalists from the North regional will be named and will compete in the state GOAL competition in Atlanta on April 12, 2017 and vie to be named as the 2017 statewide GOAL winner."

The state GOAL winner becomes the student ambassador for the Technical College System of Georgia and receives a grand prize of a new car provided by Kia Motors Manufacturer Georgia, the statewide corporate sponsor of Georgia's GOAL program.

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## Lanier Tech & Amerigroup hold diaper give-away day

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Lanier Tech hosted a "**Great Diaper Give-away Day**" to help young, student parents at the College.

The event was to provide diapers and relevant healthcare information that could benefit their new family. Lanier Tech partnered with Amerigroup Healthcare to provide a proactive approach to promoting longterm healthcare for young families. Additionally, the proactive approach helps to keep every one "well" and attending their college classes.

[Amerigroup Healthcare](#) in North Georgia provided the diapers and the healthcare info. Kim Frisbie, Account Manager with Amerigroup Healthcare, was on-hand to work with the young parents. Amerigroup Healthcare is one of three Healthcare Plans in Georgia serving [Medicaid](#), [Peachcare for Kids](#), and [Planning for Healthy Babies](#) eligibles. The other plans are WellCare and Peachstate.





Kim Frisbie was on-hand to share benefit information and answer questions.

The great diaper give-away was an outstanding success. Students came from far and wide to receive the free diapers, information for their new families, and to enjoy a free snack.



If eligible, Medicaid recipients receive medical, vision, and dental coverage along with a host of value added benefits, which are different with each plan.



[Amerigroup](#) offers free over-the-counter medicine, breast pumps for new moms (to help ensure that they take care of their baby, but also to help ensure that the new mom stays in college). Also, [Amerigroup](#) provides free memberships to the Boys and Girls Club to help provide with after school child care. In many cases, tutoring is available at the club.



Ric English, Student Government Vice President, answering questions.

Kari Register, Lanier Tech's Coordinator of Special Populations, said students attended a morning or afternoon session of the "great diaper give-away". Register added that Lanier Tech's social media and that of the students themselves greatly increased awareness of the event, and really helped students take advantage of the event.

Amerigroup's Kim Frisbie noted that the event was so successful that [Amerigroup](#) intends to return to Lanier Tech to replicate the "great diaper giveaway" in the Fall.

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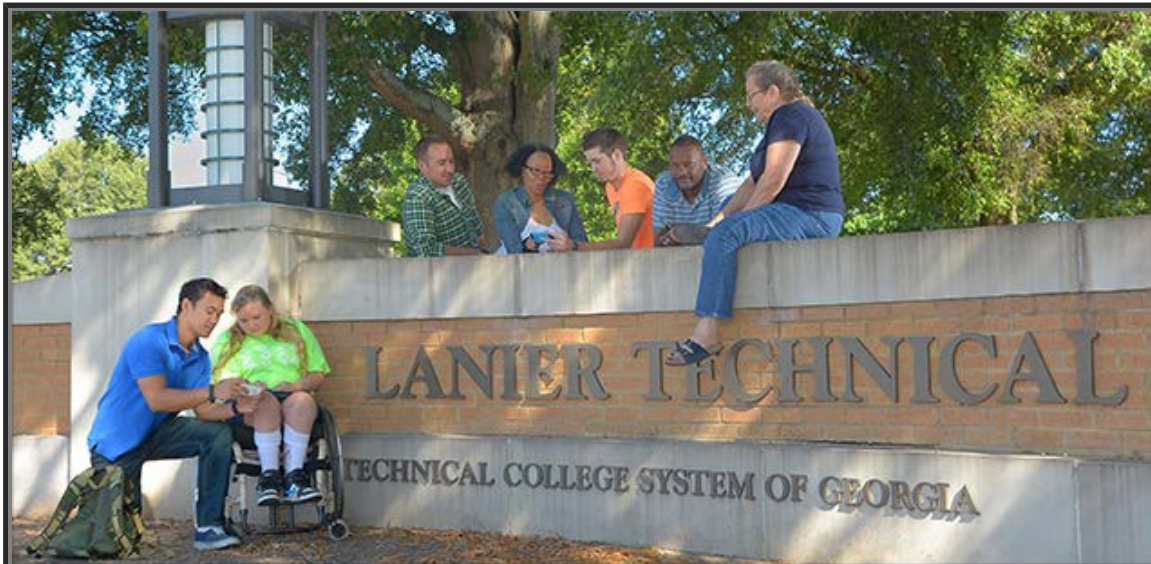
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## Lanier Tech holds Ammonia Awareness Hazmat training + video

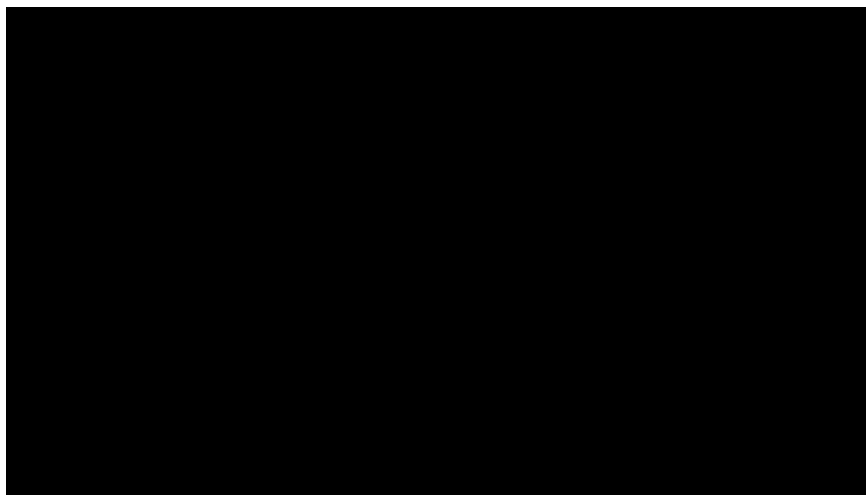
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### Lanier Technical College holds Ammonia Awareness Hazmat Training with "live release"

Lanier Technical College and Hall County Fire Services conducted an Ammonia Awareness Hazmat Training and first responder exercise on the Oakwood Campus.



The training consisted of in-depth lectures by Instructors Jordan Reece and Greg Bryant followed with a small ammonia release inside of Lanier Technical College's Ammonia Refrigeration Training Facility. Lanier Tech's Ammonia training facility is one of only six live systems in the US.



Once the ammonia release was initiated and "reported" by Lanier Tech Ammonia Refrigeration Instructor, Greg Bryant, first responders "suited-up" in Hazmat suits, assessed the ammonia leak, and resolved the situation. The training exercise concluded with discussions designed to "debrief and improve".

Senior Ammonia Refrigeration Instructor, Jordan Reece, said, "The training is to help first responders understand the effects of ammonia on the human body, how to deal with ammonia, to understand that ammonia is a safe refrigerant, but there are also concerns that come with ammonia refrigeration."







The purpose of the exercise was to better train first responders since Lanier Tech's service area contains many food processing facilities.

As Bryant remarked, "We want the first responders to know what they're dealing with in case of a catastrophic failure in a local plant."

"I want them to have a respect for ammonia, not to fear ammonia, and to know what they're dealing with, and to be more informed." Tim McDonald, Executive Vice President of Lanier Technical College, echoed Bryant's comments, and added, "Today's training also helps Lanier Tech's staff and the results will be quickly incorporated into Lanier Tech's daily ammonia training."



One of the unique facets of the training involved the use of live-streaming video of the "action" into two classrooms for first responders to see what was actually taking place, in real-time, inside the facility. Within a few hours, the video stream had over 1,400 views and had reached 3,800 people, thus sharing the exercise with more first responders throughout the US. Senior Ammonia Instructor, Jordan Reece, provided continuous commentary in real time to the video stream about the exercise and actions so that all video viewers could understand what was occurring on-site.



Emergency personnel from six jurisdictions participated in the event: City of Gainesville, Hall County, Dawson County, Forsyth County, Athens Clarke County, and White County.

The participating agencies all commended Lanier Tech for hosting the mock safety drill and information session. The drill will be repeated periodically.

Anhydrous Ammonia is commonly used as an industrial refrigerant in the food processing industries due to its efficiency and cost-effectiveness. Anhydrous Ammonia is not explosive, as is Ammonia Nitrate that caused the mass devastation in 2013 in West, Texas.

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## Industrial System Technology students now NIMS certified.

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### NIMS x 2!

Three Industrial Systems Technology students joined the elite ranks of [National Institute of Metalworking Skills \(NIMS\)](#) certificated students. Formed in 1994 by the metalworking trade associations to develop and maintain a globally competitive workforce, [NIMS](#) sets skills standards for the industry, certifies individual skills against the standards and accredits training programs that meet NIMS quality requirements. [NIMS](#) operates under rigorous and highly disciplined processes as the only developer of [American National Standards Institute \(ANSI\)](#) for the nation's metalworking industry.



L-R: Ayala Fausto (Industrial Motor Controls Wiring, [SkillsUSA](#) 2017 participant); Ron McGary (Program Director and IST Instructor); Dave Emig ([TenCate Industrial Maintenance Technician](#) and [SkillsUSA](#) Mechatronics 2017 participant); Edwin Santos ([ACH Foam](#) Industrial Maintenance Technician and [SkillsUSA](#) Mechatronics 2017 participant).

[Tencate, Inc.](#), a Dutch firm, is a global manufacturing company with facilities worldwide, including in Georgia.



Lanier Technical College has two Programs of Study--Industrial Systems Technology and Machine Tool Technology--that have NIMS certified students, who are truly globally competitive. Great careers--global careers--begin here.

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## Pharmacy Technology

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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.....

- Students must be 18 years of age
- Students must complete ALHS 1011, ALHS 1090, COMP 1000 & MATH 1012 successfully with a cumulative GPA of 2.0
- Students must have a minimum grade of B in MATH 1012

**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:

- maintain a GPA of 2.0
- wear program specific scrubs and lab coat
- complete PHAR 1000 with a minimum letter grade of B
- 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:  
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Certificate Level:  
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## Lanier Tech's SkillsUSA at GeorgiaFirst Robotics Competition

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### SkillsUSA leaders provide support to GeorgiaFirst Robotics competition.

Lanier Tech's SkillsUSA leaders supported the [GeorgiaFirst Robotics](#) competition, which was held at Riverside Academy and drew a standing room only crowd. Lanier Tech's SkillsUSA team also showcased many of the College's high tech programs and helped high school students make informed decisions on careers and collegiate education.



The mission of [GeorgiaFirst Robotics](#) is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that

foster well-rounded life capabilities including self-confidence, communication, and leadership.



Noted inventor and Founder of First Robotics Competition, [Dean Kamen](#), noted these competitions help "to transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders." Kamen was awarded the National Medal of Technology in 2000 by President Clinton. The award was in recognition for Kamen's inventions that have advanced medical care worldwide.



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*To register click on one of the following campus links below.*

**[FORSYTH CAMPUS TUESDAY, MARCH 14, 2017,  
4:00-7:00 PM](#)**

**[BARROW CAMPUS WEDNESDAY, MARCH 15, 2017,  
4:00-7:00 PM](#)**

**[OAKWOOD CAMPUS THURSDAY, MARCH 16, 2017,  
4:00-7:00 PM](#)**

**[DAWSON CAMPUS THURSDAY, MARCH 30 2017](#)**



**4:00-7:00 PM**

**Campus tours** will be conducted at **4:30 PM** and **6:00 PM** during **EACH** campus event.

Representatives from Admissions, Financial Aid, Move On When Ready, and Academic Affairs will be available to answer your questions.

***Come see all that Lanier Tech can offer you!***

*Lanier Technical College offers over 45 programs of study in some of the [nation's fastest-growing career fields including healthcare, energy, business and industry, and public or private service](#). More information about [Lanier Technical College](#) may be obtained by calling 770.533.7000 or by visiting [www.laniertech.edu](http://www.laniertech.edu). Lanier Technical College is a Unit of the [Technical College System of Georgia](#).*

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## About Us

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## About Us

### Mission Statement

Lanier 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.

## Vision

***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.

### **Warranty Policy**

Through program advisory committees and input from area employers, program 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 Lanier Technical College to offer our business and industry partners this guarantee:

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, Lanier Technical College will retrain the employee at no instructional cost to the employee or the employer.

This guarantee is in effect for a period of two years after graduation.

### **Work Ethics**

The Technical College System of Georgia instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethic Program, students are required to complete the Work Ethic course prior to graduation for any program. For more information, see your advisor.

#### **Note:**

- Students may complete the on-line program all at once or a module at a time.
- Students may complete the program any time between their first semester of enrollment and application for graduation at <http://www.laniertech.edu/workethics/login.aspx>.

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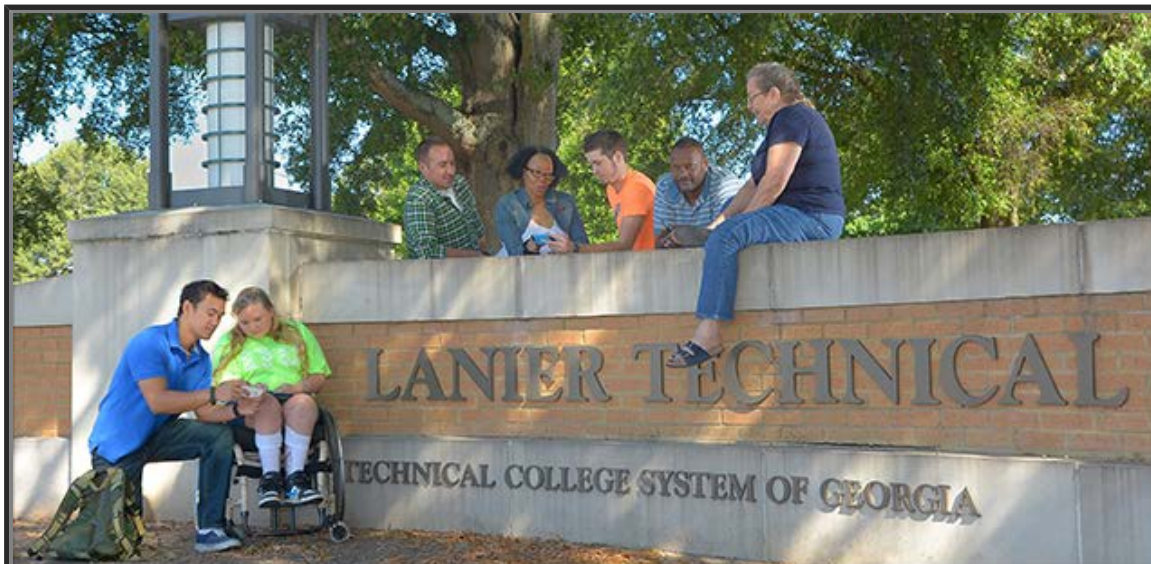
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## Academic Programs

Our primary educational purpose is to provide high quality technical certificate of credit, technical diploma, and associate of applied science degree programs that meet the needs of area students, employers, and economic developers. These technical programs and courses are offered using up-to-date instruction, industrial-standard equipment, and work-based learning. Instruction is offered on-site as well as through web-enabled distance-education delivery.

**Campus: B - Barrow D - Dawson F - Forsyth J - Jackson O - Oakwood ON - Online**  
(campus offered is shown in parentheses after the program name)

### Accounting

- Accounting Degree (B, F, O, ON)
- Accounting Diploma (B, F, O, ON)
- Office Accounting Specialist Certificate (B, F, O, ON)

### Air Conditioning Technology

- Air Conditioning Technology Diploma (O)
- Basic Residential Air Conditioning System Design Certificate (O)
- Basic Residential Gas Heat Design Certificate (O)

### Automotive Collision Repair

- Automotive Collision Repair Diploma (O)
- Automotive Refinishing Assistant I Certificate (O)
- Automotive Refinishing Assistant II Certificate (O)

### Automotive Technology

- Automotive Chassis Technician Specialist Certificate (B, D)
- Automotive Climate Control Technician Certificate (B, D)
- Automotive Electrical/Electronic Systems Technician Certificate (B, D)

### Emergency Management

- Emergency Management Degree (B)
- Emergency Management Diploma (B)

### Engineering Technology

- Engineering Technology Degree (J, O)

### Esthetician

- Esthetician Certificate (O)

### Fire Science Technology

- Advanced Fire Administration Certificate (O)
- Basic Fire Company Officer Certificate (O, ON)
- Fire Fighter I Certificate (O)
- Fire Fighter II Certificate (O)
- Fire Officer I Certificate (O, ON)
- Fire Officer II Certificate (O, ON)
- Fire Science Technology Degree (O, ON)
- Fire Science Technology Diploma (O, ON)
- Firefighter/EMSP Diploma (O)

Automotive Engine Performance Technician Certificate (B, D)

Automotive Engine Repair Technician Certificate (B, D)

Automotive Technology Degree (B, D)

Automotive Technology Diploma (B, D)

Automotive Transmission/Transaxle Tech Specialist Certificate (B, D)

### **Building Automation Systems**

Building Automation Systems Degree (B)

Building Automation Systems Diploma (B)

### **Business Technology**

Business Technology Degree (B, F, O, ON)

Business Technology Diploma (B, F, J, O, ON)

Medical Front Office Assistant Certificate (B, D, F, J, O, ON)

Microsoft Excel Application Professional Certificate (B, F, O, ON)

Microsoft Office Applications Professional Certificate (B, F, O, ON)

### **Business Management**

Applied Technical Management Degree (B, F, O, ON)

Bilingual Customer Service Specialist Certificate (O)

Business Management Degree (B, F, O, ON)

Business Management Diploma (B, F, O, ON)

Supervisor/Management Specialist Certificate (F, O, ON)

### **Computer Information Systems**

CISCO CCNP Specialist Certificate (F)

CISCO Network Specialist Certificate (F)

Computer Support Specialist Degree (O)

Computer Support Specialist Diploma (O)

Internet Specialist - Web Site Design Degree (O)

Internet Specialist - Web Site Design Diploma (O)

Internet Specialist Website Developer Certificate (O)

Linux/UNIX System Administrator Certificate (O)

Networking Specialist Degree (F, O)

Networking Specialist Diploma (F, O)

PC Repair and Network Technician Certificate (F, O)

### **Cosmetology**

Cosmetology Diploma (D, O)

Hair Designer Certificate (D, O)

Shampoo Technician Certificate (D, O)

### **Criminal Justice Technology**

### **General Studies**

Technical Specialist Certificate (B, D, F, J, O, ON)

### **Health Information Management Technology**

Health Information Management Technology Degree (O)

### **Healthcare Assistant/Science**

Healthcare Assistant Certificate (B, F, J, O)

Healthcare Science Certificate (B, D, F, J, O)

Patient Navigator Certificate (B, J, O)

### **Horticulture**

Garden Center Technician Certificate (F)

Horticulture Degree (F)

Horticulture Diploma (F)

Landscape Design Technician Certificate (F)

Landscape Specialist Certificate (F)

Sustainable Urban Agriculture Technician Certificate (F)

### **Industrial Systems Technology**

Electrical Control Systems Diploma (O)

Industrial Electrician Certificate (O)

Industrial Fluid Power Technician Certificate (O)

Industrial Mechanical Systems Diploma (O)

Industrial Motor Control Technician Certificate (O)

Industrial Systems Technology Degree (O)

Industrial Systems Technology Diploma (O)

Process Control Technician I Certificate (O)

Process Control Technician II Certificate (O)

Programmable Control Technician I Certificate (O)

Robotic Technician Certificate (O)

### **Interiors**

Interior Design Assistant Certificate (F)

Interior Window Treatments Certificate (F)

Interiors Degree (F)

Interiors Diploma (F)

### **Machine Tool Technology**

CNC and Machine Tool Technology Diploma (O)

CNC Specialist Certificate (O)

CNC Technology Diploma (O)

Lathe Operator Certificate (O)

Machine Tool Technology Degree (O)

Machine Tool Technology Diploma (O)

Mill Operator Certificate (O)



Criminal Justice Specialist Certificate (B, F, J, O, ON)

Criminal Justice Technology Degree (B, F, O, ON)

Criminal Justice Technology Diploma (B, F, O)

### **Culinary Arts**

Baking and Pastry Specialist Certificate(B, O)

Catering Specialist Certificate(B, O)

Culinary Arts Degree(B, O)

Culinary Arts Diploma (B, O)

Culinary Nutrition Assistant Certificate(B, O)

Food Production Worker I Certificate(B, O)

Prep Cook Certificate(B, O)

### **Dental Assisting**

Dental Assisting Diploma (O)

### **Dental Hygiene**

Dental Hygiene Degree (O)

### **Design and Media Production Technology**

Advertising Layout Specialist Certificate (F)

Design and Media Production Specialist Certificate (F)

Design and Media Production Technology Degree (F)

Design and Media Production Technology Diploma (F)

Digital Illustration Specialist Certificate (F)

Graphic Design & Prepress Certificate (F)

### **Drafting Technology**

Advanced CAD Technician Certificate (O)

Architectural Systems Drafter Certificate (O)

CAD Operator Certificate (O)

Drafters Assistant Certificate (O)

Drafting Technology Degree (O)

Drafting Technology Diploma (O)

### **Early Childhood Care and Education**

CDA Preparation Certificate (F, O)

Child Development Specialist Certificate (B, J, O)

Early Childhood Care and Education Basics Certificate  
(B, F, O, ON)

Early Childhood Care and Education Degree (B, F, O)

Early Childhood Care and Education Diploma (B, F, O)

Early Childhood Program Administration Certificate (O)

Infant and Toddler Child Care Specialist Certificate (O,  
ON)

### **Electrical Systems Technology**

Electrical Systems Technology Diploma (D)

### **Mechatronics Technology**

Mechatronics Technology Degree (B, F, O)

Mechatronics Technology Diploma (B, F, O)

Mechatronics Technician Certificate (F, O)

### **Medical Assisting**

Medical Assisting Degree (B, F, O)

Medical Assisting Diploma (B, F, O)

Phlebotomy Technician Certificate (D, F, O)

### **Motorsports Vehicle Technology**

Motorsports Chassis Technician Certificate (O)

Motorsports Engine Builder Certificate (O)

Motorsports Fabrication Technician Certificate (O)

Motorsports Vehicle Technology Degree (O)

Motorsports Vehicle Technology Diploma (O)

### **Paramedicine**

Advanced Emergency Medical Technician Certificate (F,  
O)

Emergency Medical Technician Certificate (O)

EMS Professions Diploma (F, O)

Paramedicine Degree (O)

Paramedicine Diploma (O)

### **Pharmacy Technology**

Pharmacy Assistant Certificate (O)

Pharmacy Technology Diploma (O)

### **Physical Therapist Assistant**

Physical Therapist Assistant Degree (F)

### **Practical Nursing**

Geriatric Care Assistant Certificate (J, O)

Nurse Aide Certificate (B, D, F, J, O)

Practical Nursing Diploma (F, O)

Residential Care Technician Diploma (J, O)

### **Radiologic Technology**

Radiologic Technology Degree (O)

### **Surgical Technology**

Surgical Technology Degree (O)

Surgical Technology Diploma (O)

### **Welding and Joining Technology**

Advanced Shielded Metal Arc Welder Certificate (B, D, O)

Basic Metal Fabricator Certificate (O)

Basic Shielded Metal Arc Welder Certificate (B, D, O)

Residential Wiring Technician Certificate (D)

### **Electrical Utility Technology**

Electrical Utility Technician Certificate (O)

Electrical Utility Technology Degree (O)

Electrical Utility Technology Diploma (O)

Gas Metal Arc Welder Certificate (B, D, O)

Gas Tungsten Arc Welder Certificate (B, D, O)

Ornamental Iron Fabricator Certificate (O)

Welding and Joining Technology Diploma (B, D, O)



**Campus: B - Barrow D - Dawson F - Forsyth J - Jackson O - Oakwood ON - Online**  
(campus offered is shown in parentheses after the program name)

[Archived Program Flyers](#)

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## Adult Education

## Adult Education

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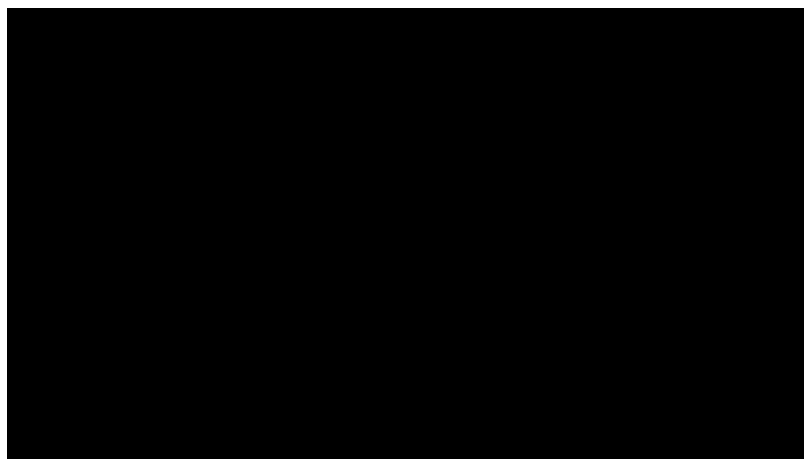
The Adult Education Program is specifically designed for adults who have different needs, backgrounds, and skills. For that reason, a flexible program has been created which meets their needs.

Lanier Technical College is ready to assist individuals to reach their dreams and capture their future.

Each of the seven counties that serve Lanier Technical College have locations to assist adult learners in obtaining skills which make students more successful and confident in the workplace and in society.

GED® and English Literacy classes taught at Lanier Technical College are free of charge.

GED® instruction includes beginning reading, writing, and math all the way to high school completion through the General Education Development (GED®) Program.



Desmond Vaird. Statewide 2016 EAGLE Award winner from Lanier Tech's Adult Education program.





Jonathan Hopkins. Highest overall GED test score in the state, 2015.

**The following GED<sup>®</sup> services are offered at no cost:**

- Assessment of skills
- Personal attention from Teachers and Tutors
- Use of textbooks and computers
- Individualized instruction
- A comprehensive educational plan for each student
- Life skills instruction
- Materials to utilize while studying at home

**English Literacy classes for non-English speakers are also a part of the curriculum. Besides the above GED<sup>®</sup> services, additional support is offered for English Literacy classes at no cost:**

- Classes for all levels of learners
- Awareness of the responsibilities and rights of citizens
- Improved speaking, writing, and listening skills
- Pronunciation and usage of the English language.

**By taking the step to continue studying at Lanier Technical College, you can:**

- Set your own goals
- Have a schedule that fits your needs
- Study in a location close to home or work
- Receive instruction from experienced instructors
- Use textbooks, computers, and software that are provided for your study.

**Lanier Technical College stands ready to serve students to reach their dreams and capture their future.**

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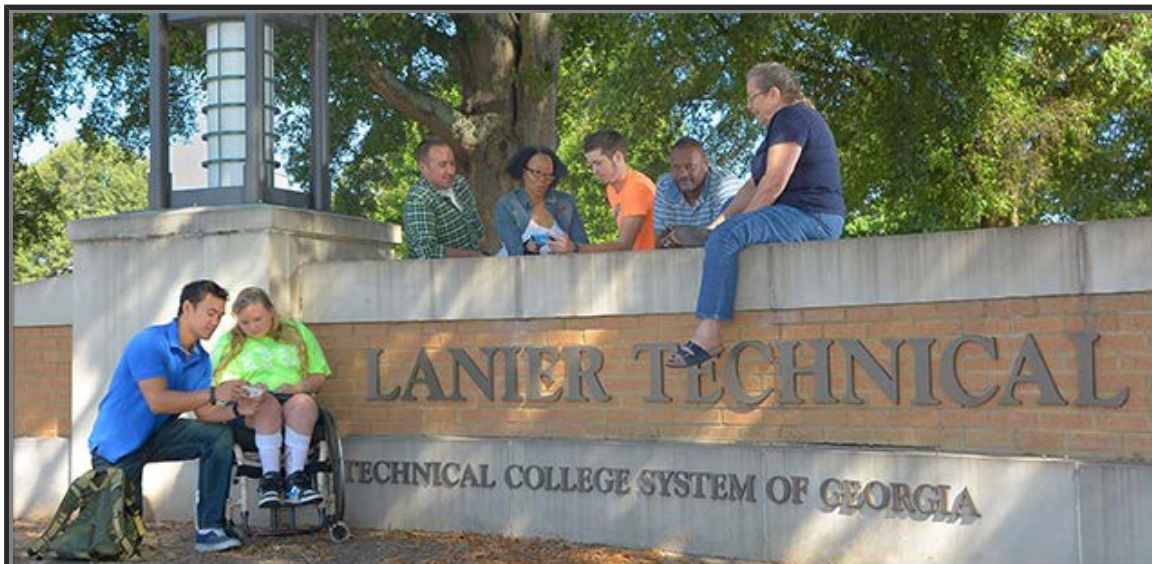
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## Student Affairs

The Division of Student Affairs works in a collaborative partnership with the Academic Affairs division and the program departments. Student Affairs staff are student-centered and customer-focused. They address the educational process which extends outside the classroom and continues in the social, personal, cultural, and spiritual lives of students. Through the work of this division, Lanier Tech students come to exemplify integrity, pride, self-respect, and citizenship.

### Office of The Vice President For Student Affairs

The Vice President for Student Affairs and her staff assist the President in maintaining a campus climate that is conducive to the learning environment and promotes the academic achievement and personal development of all students. She also serves as the Grievance Officer. This office files student insurance claims and has direct supervisory responsibility for the Student Code of Conduct as well as the eight departments of the Division: Admissions, Financial Aid, Career Services and Job Placement, Recruitment, Student Activities, Student Records, Disability Services, and Special Populations.

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[Start Your Online Class](#)

[Online Course Schedule](#)

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## Welcome to Lanier Technical College's Online Learning Program

Technology now makes it possible to overcome some of the barriers to obtaining an education. Taking classes via the Internet offers you, the student, a powerful tool to triumph over some of those factors, such as time and geography which would prevent you from attending classes offered in a traditional format.

Imagine being able to take the classes you want "anytime and anywhere." That is the promise of online learning. If you have a busy schedule, full of work and family responsibilities, and, if you do not live close enough to regularly attend class on one of our campuses, then our online learning program may be for you.

One note of caution must be given. The most successful online students are those that are able to complete assignments on schedule with little or no direct supervision. In other words, self-discipline is required. Online classes are not "independent study" classes. They require active participation in the class, submitting assignments on time, and taking exams in accordance with a pre-determined calendar.

In addition to being comfortable operating within a technology-based educational environment, possessing basic computer literacy, and being able to perform fundamental computer functions in an efficient manner, online students will be required to perform the following tasks:

- Accessing and using the Internet
- Using an account name and password to logon to the course site
- Sending and responding to e-mail
- Sending and receiving files electronically
- Participating in online discussion boards and chat rooms
- Searching web sites as well as accessing required Internet-based learning resources
- Applying basic troubleshooting techniques to "fix" hardware and/or software problems as required

Naturally, the online student must have access to an appropriately configured computer with Internet access and the proper software to ensure successful course completion.

We invite you to experience the convenience and excitement that comes from taking

classes online at Lanier Technical College.

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# Ammonia Refrigeration Training

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**NEW! ON-SITE TRAINING AVAILABLE FOR NON-LAB CLASSES**  
The Official IARW-WFLO Ammonia Refrigeration Training Program

**10% Discount for all IARW-WFLO Members**

## RETA Certification Exams

Lanier Technical College is a RETA Network Testing Center for the CIRO, CARO, and CRES exams. These exams are optional and are only given after the Operator I and Operator II classes. These exams will start at approximately 3:00 PM on Thursday following the Operator I or Operator II classes.

Note: Starting on January 12, 2017 all RETA certification testing will be done on Friday morning's and will start at 8am.

Testers: Please contact Dan Reisinger at RETA at least 2 weeks prior to test date for test application and scheduling.  
Phone: 1-844-801-3711 or 541.497.2955, fax: 541.497.2966 / Email: [dan@reta.com](mailto:dan@reta.com)

[Click here for RETA Exam Handbook Application Form](#)

## Lanier Technical College Ammonia Refrigeration Program

Established 1999 – 16 Years of Education Excellence

**Lanier Technical College is home to one of only a few Ammonia Refrigeration Training programs in the USA.**

### Hands-On Training

Lanier Technical College's Ammonia Program is **not** a "Simulated" program. We instruct with a "**LIVE**" Ammonia Lab. We offer several courses related to Ammonia Refrigeration, which train workers to operate and maintain an ammonia refrigeration system and how to respond if the system malfunctions.

### Georgia's Only Ammonia Refrigeration Program

**Lanier Technical College is the Premier Ammonia Refrigeration Training School!** Our Ammonia Refrigeration Program is backed by a State Technical College that is regionally and nationally accredited and is approaching 50 years of Quality Industry Training. Lanier Technical College is a Unit of the Technical College System of Georgia. The Lanier Technical College Ammonia Refrigeration Program started in 1999 as a collaborative effort with **Lanier Technical College**, the Georgia Institute of Technology (**Georgia Tech**), and Food Industry Partnership (formerly **FoodPAC**) - joining forces to launch this innovative training program. We quickly joined two trade organizations - the Refrigerating Engineers & Technicians Association (**RETA**) and the International Institute of Ammonia Refrigeration (**IAR**), and in 2009 Lanier Technical College partnered with the Global Cold Chain Alliance (**GCCA**), the International Association of Refrigerated Warehouses (**IARW**) and the World Food Logistics Organization (**WFLO**) to become the **Official IARW-WFLO Ammonia Refrigeration Training Program!**

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# Continuing Education

## How to Register



American  
Heart  
Association

**AUTHORIZED  
TRAINING  
CENTER**



[Home Page](#) > [Continuing Education](#)

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## Continuing Education

Welcome to the Lanier Technical College Continuing Education homepage and thank you for your interest. With Continuing Education, Lanier Technical College is providing training in many areas.



### Allen-Bradley PLC Maintenance & Troubleshooting

Increase your Earning Power With a Technical Skills Update on Allen-Bradley Programmable Logic Controllers (PLC's).



American  
Heart  
Association

**AUTHORIZED  
TRAINING  
CENTER**

### American Heart Association (AHA)

Our AHA Training Center provides a complete list of First Aid, CPR, and AED training.



### Certified Escort Vehicle Training

Approved Training to become a Certified Escort Vehicle Operator in Georgia.



### Driver's Education



### Fire Service Instructor Level II

Designed to meet or exceed the requirements defined in NFPA 1041, 2012 Edition, Standard of Fire Service Instructor Professional Qualifications.



### Forklift Operator Training

Industrial Truck Training provides OSHA approved forklift driver training, combining classroom and hands-on with road test.



### ISO 9001:2015

All organizations currently registered to the ISO 9001:2008 International Standard are required to make the conversion to the new Standard by the end of 2017. This two-day session explores the requirements of ISO 9001:2015, explains what changes to an organization's QMS are to be implemented, and how to audit to this Standard.

### Leadership Academy

Leadership Academy provides leadership training and techniques to supervisors and



managers to help them better lead their organizations.



### Medical Assisting

Do you need CEU's or to review for an exam?



### Microsoft Office Suite Training

Is it time to update your computer skills or add a new Office Application?



### On-line Continuing Education

Learn new skills from the comfort of your home.



### Proctored Exams

Here is the place for your proctored exams using Pearson Vue, Pest Control Exams, Teas-V, Certiport, RETA, NOCTI, and more.



### Project Management

This two-day class teaches participants what they need to know to successfully participate and effectively contribute as a project team member and leader.



### Real Estate Training

Georgia Real Estate Commission approved courses in Sales Pre-Licensing, Post-Licensing and Continuing Education courses.



### ServSafe® Training

The ServSafe® Program provides food safety training, exams, and educational materials to food service managers.



### Six Sigma Training

Six Sigma is a methodology used to improve business processes by utilizing statistical analysis rather than guesswork.



### Workplace Spanish

Custom training for the use of Spanish in conversation can be tailored to your business needs! Classes are available on-site at your location. Call 770.533.6995 for additional information.



### WWW - Windows, Word, & Web

Six hours to help you develop skill in Windows, use Microsoft Word, Manage files, Search the web, and send and receive emails/attachments.

---

If you do not see classes that meet your needs please contact:

**Joan M. Ivey**  
Director of Continuing Education  
Lanier Technical College  
2990 Landrum Education Drive  
Oakwood, Georgia 30566  
770-533-6995 (O)  
[jivey@lanierotech.edu](mailto:jivey@lanierotech.edu)  
8 AM - 5:30 PM Monday - Thursday

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## Economic Development

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[Home - Economic Development](#)

[Advanced Manufacturing Technology Center](#)

[Ammonia Refrigeration](#)

[Georgia Retraining Tax Credit](#)

[Manufacturing Development Center](#)



[Home Page](#) > [Economic Development](#)

[Search Site](#)

## Economic Development Services

### Continuing Education

#### **Ammonia Refrigeration Training**

Lanier Technical College offers a several courses in the Ammonia Refrigeration Industry. These courses cover the skills necessary in today's environment to safely and efficiently operate and maintain an Ammonia Refrigeration System.

#### **Computer Training Options**

Lanier Tech offers one-day computer workshops in requested skill areas. These areas are continually evaluated and updated in response to workplace needs. Pricing options provide flexibility for organizations. Private and customized computer training is available.

#### **American Heart Association - AHA**

First Aid and CPR training are offered. Instructor training and agency affiliation are available through our Training Center (TC). Safety or health-related organization may affiliate. For information, please call 770-533-6993.

#### **On-Line Real Estate Training**

We offer both Pre and Post License courses as well as several Continuing Education courses to maintain your license.

### Advanced Manufacturing Technology Center

#### **Programmable Logic Controllers - PLC's**

#### **Robotics**

#### **Basic Electrical and Mechanical Maintenance Skills**

#### **Rapid 3D Prototyping**

Industry specific, or customized training, delivers the needed training when, where, and how it is wanted. Customized training varies from modification of an existing class to needs analysis and course development.

Customized training is offered to existing industries upon request. This service includes such activities as training consultation, training analysis, course development and course implementation. The training can take place in company facilities, Lanier Tech's Advanced Manufacturing Technology Center or other sites deemed appropriate for the training required. The costs of the courses vary according to the complexity of the training.

Customized training is available in the areas of supervisory and management development, human resources, security training, industrial safety, customer service, and technical skill areas. For additional information, please call 770-533-6990.

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## Interior Design



### **Design your future at Lanier Technical College!**

Companies are looking for creative thinkers; they are looking for you. The Interiors Program at Lanier Technical College is an exciting place where your talent and imagination will be valued and refined. Interior Design is all about making our world a more beautiful, safe, sustainable, functional, and accessible place to live, work, and thrive. The Interiors Program at Lanier Technical College, located at the Forsyth Campus, will provide you with a supportive, nurturing, and professional environment. You will study alongside classmates and industry experienced instructors who share your vision. You will learn and grow in professional ways that you never thought possible. Join the rewarding Interior Design industry.

### **The Diploma and Associate Degree Programs offer:**

- Electronic design software including Revit, AutoCAD, SketchUP, and Minutes Matter
- 2D and 3D technical drawing, drafting, rendering, and sketching
- Color theory
- History of architecture and interiors
- Textiles
- Lighting
- Business practices
- Building codes
- Sustainable design
- Commercial and Residential Design
- Additional certification courses in window treatment design

**Reinvent your future with a career in Interior Design  
from Lanier Technical College!**

**[Email the Interior Design Instructor; click here](#)**

[Learn more about ALL programs](#)

[Program of Study](#)

[Financial Aid](#)



**[Watch a video on the need for Interior Designers in Georgia](#)**

**[Learn more about the job outlook, significant points, curriculum, FAQs, etc.; click here](#)**

**[Learn more about Lanier Technical College at \[www.laniertech.edu\]\(http://www.laniertech.edu\) or call 770-533-7000](#)**

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## Campus Locations and Directions

### Oakwood Campus

2990 Landrum Education Drive  
Oakwood, GA 30566  
Phone: 770-533-7000  
Fax: 770-531-6328  
[Get Directions!](#)

### Forsyth Campus

3410 Ronald Reagan Blvd  
Cumming, GA 30041  
Phone: 678-341-6600  
Fax: 770-781-6951  
[Get Directions!](#)

### Jackson Campus

631 South Elm Street  
Commerce, GA 30529  
Phone: 706-335-1931  
Fax: 706-335-2946  
[Get Directions!](#)

### Barrow Campus

965 Austin Road  
Winder, GA 30680  
Phone: 770-297-4500  
Fax: 770-868-4082  
[Get Directions!](#)

### Dawson Campus

408 Highway 9 North  
Dawsonville, GA 30534  
Phone: 706-216-5461  
Fax: 678-513-5220  
[Get Directions!](#)

### [Campuses / Contact Us / Directions](#)

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## Equal Opportunity Institution

Title IX Equity Coordinator for the College & Sexual Harassment Officer for [Students](#)

Nancy Beaver, Vice President for Student Affairs

Building 200, Office 201-I

770-533-7001

[nbeaver@laniertech.edu](mailto: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](mailto:lelder@laniertech.edu)

Section 504/ADA Coordinator

Mallory Safley, Coordinator of Disability Services

Building 200, Office 202-B

770-533-7003

[msafley@laniertech.edu](mailto:msafley@laniertech.edu)

### I. POLICY:

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, 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 the technical colleges are expected to promote the full realization of equal opportunity through affirmative and

continuing practices. TCSG and each technical college shall develop Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. Each is required to report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

## **II. APPLICABILITY:**

All work units and technical colleges associated with the Technical College System of Georgia.

## **III. PROCEDURE:**

A. Publications, advertisements, job announcements, and job and enrollment applications shall contain a statement of equal opportunity and shall contain no indication, either, explicit or implied, of a preference for one class of persons over another.

B. Notices shall be conspicuously posted in public places at the System Office and in the technical college buildings, informing job applicants and employees that the organization is an equal opportunity organization and advising students, applicants and employees of their rights to notify an appropriate college official, local, state, or federal agency if they believe they have been subjected to unlawful discrimination.

C. Prior to the beginning of each school year, the college is required to publish the Statement of Equal Opportunity in the local newspaper(s) in the college's service area with a statement that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability. The notice must include a brief summary of program offerings and admission criteria and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504.

D. Each college shall appoint individuals to act as Coordinators to ensure compliance with federal laws including but not limited to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Title VI and Title VII of the Civil Rights Act of 1964, as amended. The names, locations and contact information for these Coordinators will be widely published in materials/information distributed by colleges.

E. The Commissioner shall develop procedures for implementing the requirements of this policy and addressing employee and student complaints of unlawful discrimination.

F. This policy and applicable procedures will be published and executed by each technical college.

G. Inquiries concerning the administration of this policy and applicable procedures may be addressed to any of the following offices or designated individuals:

TCSG Office of Human Resources  
TCSG Office of Legal Services  
College Title IX Coordinators  
College Disabilities Coordinators  
College Office of Human Resources  
College Veteran's Benefits Coordinators

## **IV. RECORD RETENTION:**

None

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## BannerWeb

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- [Degree Evaluation](#)
- [Registration Instructions](#)
- [Accessing Financial Aid via BannerWeb](#)
- [BankMobile Student Refund Management Service](#)
- [View Grades](#)
- [Start Online Class](#)
- [Contact Us](#)
- [Pay/View Registration Fees](#)

## BannerWeb

### New Students and Alumni (former students)

Students that have never registered for courses at Lanier Technical College or Alumni.

[Go To BannerWeb Login for New Students/Alumni](#)

### Current Students and Faculty

Students that have registered previously for courses at Lanier Technical College.

[Go To BannerWeb Login](#)

Register on the go, check out our [mobile app!](#)

### Need assistance with logging in?

#### Contact Technology Department Helpdesk Support

Email: [studenthelp@laniertech.edu](mailto:studenthelp@laniertech.edu)

Phone: 770-533-7048

### **Fee payment deadline for Spring 2017**

**7pm, Thursday, January 12, 2017**

**\*\*\* Important Note:** If your account balance is not paid in full by the deadline listed above, your name will be removed from all class rosters and you will not be allowed to attend class or participate in online classes.

### Pay/View Registration Fees

The following are your options for payment:

1. **Pay Online:**
  - Available 24/7 through BannerWeb
  - Visa, MasterCard, and personal checks accepted
2. **Pay in Person:**



Payment accepted at all locations

- Business hours: Mon-Thurs 8am-7pm
- After hours payments can be made using drop-box located on the Administrative Services door (Bldg. 100, Room 125) on the Oakwood campus

3. **Payment Plan:**

- Offered through Nelnet Business Solutions
- Only available for limited times during registration periods
- Enrollment fee required
- For enrollment deadlines and/or to sign up go to: [www.laniertech.edu](http://www.laniertech.edu), Click on "Current Students", Under Payment Plan Click on "[Sign up for a Payment Plan](#)".

If you have questions regarding any payment options, contact the cashier at 770-533-6909.

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## Student Email

[Getting Started](#) | [Help Desk](#) | [Go Directly to Student Email](#)

**\* Please note that it can take up to  
24 hours after you have registered  
for your email account to be created and  
activated.**

### Getting Started

If this is your first time accessing your student email account, you will need to follow the steps below to retrieve your User ID and sign in to your student email account and windows login for campus lab computers.

1. First, [click here](#) to retrieve your Student Login/User ID. (A new browser window will be opened.)
2. Student email is accessed from the following location: <http://student04.student.laniertech.edu>  
**You will be directed to the email login screen which is hosted by Google.**
3. Enter your full student email address provided by the college and your password on the login screen to sign in. Your full email address is the Student Login you retrieved in step 1 followed by @student.laniertech.edu. For example: jdoe@student.laniertech.edu

**\*\*\* New update effective immediately \*\*\***

#### **Students who enrolled or have passwords reset on or after March 15, 2011:**

Type the User Name you retrieved above in the User Name field. Your default password will be your birthday in the form of MMDDYYYY. For example, January 1st, 1972 would be: 01011972. Type your password in the Password field and then click the "Sign In" button.

#### **Students who were enrolled on or before March 14, 2011:**

Type the User Name you retrieved above in the User Name field. Your default password is the same as your Banner Web password. If you have never used or changed your Banner Web password then your password will be your birthday in the form: mmddy. For

example, January 1st, 1972 would be: 010172. Type your password in the Password field and then click the "Sign In" button.

[Student Email Setup Instructions for Outlook 2013](#)

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## Request Information

**Lanier Technical College** has helped thousands of students achieve the education they need to achieve higher success.

Fill out this form and we will contact you by email or phone to answer all of your questions:

### Program

Online Education

### Campus

- not applicable -

**First Name**

**Last Name**

**Phone 1**

**Phone 2**

**Street**

**City**

**State**

Georgia

**Zip**

**Email**

**High School Student?**

Yes No

**Comments**

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## Admissions

## Application Form

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[Application Form](#)

[Admissions Classifications](#)

[Admissions Testing -  
ACCUPLACER](#)

[High School Dual Enrollment](#)

[International Students](#)

[Transfer & Transient Students](#)

### Admissions & Financial Aid Application Deadlines

#### Priority Deadline for Completed Admissions Files

Summer 2016:	April 2, 2016
Fall 2016:	June 30, 2016
Spring 2017:	November 7, 2016
Summer 2017:	March 27, 2017
MOWR Summer/Fall 2017 Priority Deadline: March 24, 2017	

#### Financial Aid Document Deadline

*All required documents must be received at least 30 days prior to your scheduled registration date!*

[Admissions Checklist of Required Documents](#)

[Apply On-line](#)

**MUST MAKE PAYMENT WHEN YOU SUBMIT THE ONLINE APPLICATION WITH A CREDIT/DEBIT OR CHECKING ACCOUNT NUMBER**

[Application form](#) Adobe Reader required



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Lanier Tech named 2014 TCSG Technical College of the Year!

**MO** Math Multiplies Opportunities

**LANIER ALERT!**  
Emergency Notification  
System Sign Up



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- Continuing Education
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  - Blackboard
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  - Student Email
- 

Top Stories

- Download Lanier Tech's College Viewbook
- Download Lanier Tech's Student Resource Guide
- Lanier Tech's SkillsUSA at GeorgiaFirst Robotics Competition
- YOU'RE INVITED! CAMPUS VISITATION DAYS.
- 4th Annual LTC Foundation 5K presented by King's Hawaiian
- GENERAL EDUCATION ADJUNCT JOB FAIR
- Accounting students attend CPA Day at the Gold Dome
- Bridget Rigby is 2017 Lanier Tech Rick Perkins Award Winner
- Lauren Hockaday chosen as Lanier Tech's 2017 GOAL Winner
- Lanier Tech names Semi-finalists for GOAL Award
- Lanier Tech & Amerigroup hold diaper give-away day
- Lanier Tech holds Ammonia Awareness Hazmat training + video
- Industrial System Technology students now NIMS certified.

Resources

- Academic Calendar
- Student Activities Calendar
- Admissions Testing - ACCUPLACER
- BankMobile - Student Refund
- Bookstore
- Career Connections Job Board
- Career Services
- Catalog
- Course Schedule
- Directions
- Directory
- Disability Services
- Driver's Education
- Employment
- Financial Aid
- Gainful Employment
- Hope Program
- Learning Support
- Library
- Move On When Ready (MOWR)
- Online Learning - Are you ready?
- Orientation
- QEP
- Scholarships (Foundation)
- Student Affairs Forms
- Study Abroad
- TEAS Testing (formerly HOBET)
- Tuition
- Tutoring
- Warranty

Featured Programs



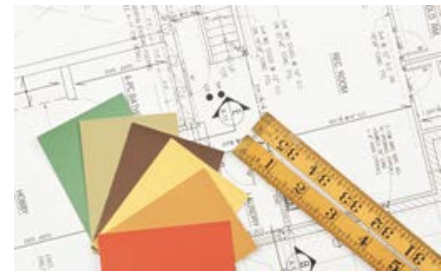
**Pharmacy Technology**

The Pharmacy Technology program 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.

**Click here** to learn more.

Upcoming Events

[03/28/2017 - Tax Tips Lunch & Learn - Oakwood \[+\]](#)



**Interiors**

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; client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors.

**[Click here](#)** to learn more.

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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](#)

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: 3/16/2016  
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)*  
SOC 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

ENGL 2110 *World Literature (3)*  
ENGL 2130 *American Literature (3)*  
HUMN 1101 *Introduction to Humanities (3)*  
MUSC 1101 *Music Appreciation (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

#### General Education Core Electives

BIOL 1111(L) <i>Biology I + Lab (4)</i>	MATH 1103 <i>Quant. Skills/Reason (3)</i>
BIOL 2113(L) <i>Human A&amp;P I + Lab (4)</i>	MATH 1111 <i>College Algebra (3)</i>
BIOL 2114(L) <i>Human A&amp;P II + Lab (4)</i>	MATH 1112 <i>College Trig (3)</i>
ECON 1101 <i>Principles of Economics (3)</i>	MATH 1113 <i>Precalculus (3)</i>
ECON 2105 <i>Macroeconomics (3)</i>	MATH 1127 <i>Intro to Statistics (3)</i>
ECON 2106 <i>Microeconomics (3)</i>	MATH 1131 <i>Calculus I (4)</i>
ENGL 1102 <i>Literature &amp; Comp. (3)</i>	MUSC 1101 <i>Music Apprec. (3)</i>
ENGL 2110 <i>World Literature (3)</i>	PHYS 1110(L) <i>Conc. Phys + Lab (4)</i>
ENGL 2130 <i>American Literature (3)</i>	POLS 1101 <i>American Govt. (3)</i>
HIST 1111 <i>World History I (3)</i>	POLS 2401 <i>Global Issues (3)</i>
HIST 1112 <i>World History II (3)</i>	PSYC 1101 <i>Intro Psychology (3)</i>
HIST 2111 <i>US History I (3)</i>	PSYC 2103 <i>Human Develop. (3)</i>
HIST 2112 <i>US History II (3)</i>	SOCI 1101 <i>Intro to Sociology (3)</i>
HUMN 1101 <i>Intro to Humanities (3)</i>	SPAN 1101 <i>Intro to Spanish (3)</i>
MATH 1101 <i>Math Modeling (3)</i>	

#### 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.

**Total: 64 Hours**

# 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: Oakwood, 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](#)

# Accounting Diploma Program AC12

[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**

# 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: Oakwood, 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](#)

# Office Accounting Specialist

## Certificate Program

### OA31

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, 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.

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## Air Conditioning Technology

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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](#)



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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# Air Conditioning Technology

## Diploma Program

### ACT2

Updated: 3/01/2016  
Effective Term: 201616

[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 Electives

- COMP 1000 *Introduction to Computers* (3)
- AIRC 2500 *HVACR Internship-Practicum* (4)
- \*Advisor may approve alternative elective based upon individual request.

### Occupational-Related Elective – Choose 3 Hours

**Total: 51 Hours**

# 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: Oakwood

\*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](#)

# Basic Residential Air Conditioning System Design

## Certificate Program

### BR11

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

\*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.

[Click here to jump back to Curriculum](#)

# Basic Residential Gas Heat System Design

## Certificate Program

### BRG1

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 16 Hours

- AIRC 1030 HVACR Electrical Fundamentals (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: Oakwood

\*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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## Automotive Collision Repair

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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 Refinishing Assistant I Certificate](#)  
[Automotive Refinishing Assistant II Certificate](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)

Diploma Level:

[Automotive Collision Repair Diploma](#)

Certificate Level:

[Automotive Refinishing Assistant I Certificate](#)  
[Automotive Refinishing Assistant II Certificate](#)

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** [+]

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**Job Outlook** [+]

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# Automotive Collision Repair

## Diploma Program

### ACR2

Updated: 10/31/2016  
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 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**

# 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: Oakwood

#### 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](#)

# Automotive Refinishing Assistant I

## Certificate Program

### ARA1

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

### 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](#)

# Automotive Refinishing Assistant II

## Certificate Program

### AP71

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

### 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

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### 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](#)

### 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](#)

## 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](#)** [+]

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# Automotive Chassis Technician Specialist

## Certificate Program

### ASG1

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 17 Hours

- AUTT 1010 *Auto Technology Introduction* (2)
- AUTT 1020 *Auto Electrical Systems* (7)
- 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. Contact a Financial Aid Counselor for eligibility requirements and application materials.

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# Automotive Climate Control Technician

## Certificate Program

### AH21

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 14 Hours

- AUTT 1010 *Auto Technology Introduction* (2)
- AUTT 1020 *Auto Electrical Systems* (7)
- 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.

[Click here to jump back to Curriculum](#)

# Automotive Electrical/Electronic Systems Technician Certificate Program AE41

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 9 Hours

- AUTT 1010 *Auto Technology Introduction* (2)
- AUTT 1020 *Auto Electrical Systems* (7)

**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](#)



# Automotive Engine Performance Technician

## Certificate Program

### AE51

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 16 Hours

- AUTT 1010 *Auto Technology Introduction* (2)
- AUTT 1020 *Auto Electrical Systems* (7)
- AUTT 1040 *Auto Engine Performance* (7)

### 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](#)

# Automotive Engine Repair Technician Certificate Program AE61

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 15 Hours

AUTT 1010 *Auto Technology Introduction* (2)

AUTT 1020 *Auto Electrical Systems* (7)

AUTT 2010 *Automotive Engine Repair* (6)

### 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](#)

# Automotive Technology

## Degree Program

### AT23

Updated: 3/16/2016  
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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### Program-Specific Core – Total of 47 Hours

AUTT 1010 *Auto Technology Introduction* (2)

AUTT 1020 *Auto Electrical Systems* (7)

AUTT 1030 *Automotive Brake Systems* (4)

AUTT 1040 *Auto Engine Performance* (7)

AUTT 1050 *Auto Suspension Steering Systems* (4)

AUTT 1060 *Auto Climate Control Systems* (5)

AUTT 2010 *Automotive Engine Repair* (6)

AUTT 2020 *Auto Manual Drive Train/Axle* (4)

AUTT 2030 *Auto Transmission/Transaxle* (5)

COMP 1000 *Introduction to Computers* (3)

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

**Total: 62 Hours**

# 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](#)

# Automotive Technology

## Diploma Program

Updated: 5/06/2015  
Effective Term: 201516

### 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)
- AUTT 1030 *Automotive Brake Systems* (4)
- AUTT 1040 *Auto Engine Performance* (7)
- AUTT 1050 *Auto Suspension Steering Systems* (4)
- AUTT 1060 *Auto Climate Control Systems* (5)
- AUTT 2010 *Automotive Engine Repair* (6)
- AUTT 2020 *Auto Manual Drive Train/Axle* (4)
- AUTT 2030 *Auto Transmission/Transaxle* (5)
- COMP 1000 *Introduction to Computers* (3)

**Total: 55 Hours**

# 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](#)



# Automotive Transmission/Transaxle Tech Specialist Certificate Program AA71

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 18 Hours

- AUTT 1010 *Auto Technology Introduction* (2)
- AUTT 1020 *Auto Electrical Systems* (7)
- 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.

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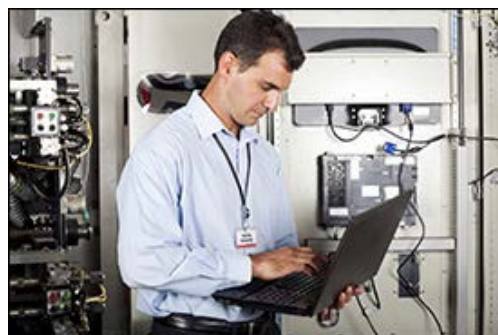
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## Building Automation Systems

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### 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](#)

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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# Building Automation Systems

Updated: 3/16/2016  
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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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**

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

# 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.

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# Building Automation Systems

## Diploma Program

### BAS4

Updated: 5/06/2015  
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)
- 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**



# 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.

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## Business Management

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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](mailto:lcranford@laniertech.edu)

**Michael Winterhalter**  
Oakwood Campus  
**Phone:** 770-533-6975  
**email:** [mwinterhalter@laniertech.edu](mailto: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](#)

### 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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# Applied Technical Management

## Degree Program

### AS33

Updated: 3/16/2016  
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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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**

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

# 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: Oakwood, 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](#)

# Bilingual Customer Service Specialist Certificate Program BC11

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

### 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](#)



# Business Management

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**

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

General Education Core Electives – Choose **6 Hours**

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 Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

### 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**

# 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: Oakwood, 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](#)

# Business Management

## Diploma Program

### MD12

Updated: 6/29/2016  
Effective Term: 201712

[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**

# 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: Oakwood, 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](#)

# Supervisor/Management Specialist Certificate Program SS31

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, 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.

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## Business Technology

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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](#)

### 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](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)



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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](#)

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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## Esthetician

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### Esthetician

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](#)

Click (+) on the following topics for more information:

**[Significant Points](#)** [+]

**[Program Instructors](#)** [+]

**[Nature of the Work](#)** [+]

**[Work Environment](#)** [+]

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# Esthetician

## 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: Oakwood

### 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.

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## Fire Science Technology

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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 prior to entering the Paramedicine courses. Students must complete ALHS 1090 and ALHS 1011 prior to beginning 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](#)

Frequently Asked Questions

**Additional Information on the**

[Fire Science Program](#)

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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# Advanced Fire Administration

## Certificate Program

### AFA1

## Curriculum

### Program-Specific Core – Total of 9 Hours

- FRSC 1161 *Fire Serv Safety/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: 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.

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# Basic Fire Company Officer 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: Oakwood, 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](#)

# Firefighter I

## 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 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 Pro Board Fire Service Professional Qualification System (ProBoard) level in the following areas: Firefighter I, Hazardous Materials-Awareness, and Hazardous Materials-Operations.

#### Program Specific Information

Students are accepted Spring and Fall Semesters based on course and space 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 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: 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](#)

# Firefighter II

## 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 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. 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 the Firefighter I certificate or NPQ Firefighter I Certified. Program graduates receive a Firefighter II technical certificate of credit. Note: Candidates must be certified at the NPQ 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.

#### 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: 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](#)

# Fire Officer I

## 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: Oakwood, 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 Officer II

## 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 Company 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: Oakwood, 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](#)



# Fire Science Technology

## Degree Program

### FS13

Updated: 3/16/2016  
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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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)

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)

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

**Total: 62 Hours**

# 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: Oakwood, 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](#)

# Fire Science Technology

## Diploma Program

### FST2

Updated: 5/06/2015  
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)
- 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)
- 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**

# 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: Oakwood, 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](#)

# Firefighter/EMSP Diploma Program FI12

Updated: 9/30/2015  
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**

# 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 Summer Semesters based on space and course availability.

#### Additional Entrance Requirement

ALHS 1011 and ALHS 1090 must be completed prior to beginning EMSP courses

#### 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: 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.

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## General Studies

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### 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

Certificate Level:

[\*\*Technical Specialist Certificate\*\*](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)



Certificate Level:

[Technical Specialist Certificate](#)

Click (+) on the following topics for more information:

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**[Program Instructors](#)** [+]

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**[Training, Other Qualifications, and Advancement](#)** [+]

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# Technical Specialist Certificate Program

## TC31

[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)
- 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)

##### 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

- ENGL 2110 *World Literature* (3)
- ENGL 2130 *American Literature* (3)\*
- HUMN 1101 *Introduction to Humanities* (3)
- MUSC 1101 *Music Appreciation* (3)

##### General Education Core Elective – Choose 6 Hours

##### Occupational Courses

##### Occupational-Related Electives – Choose 9 Hours

#### Total: 36 Hours

\*Courses marked with an \* are suggested courses for articulation to the University of North Georgia.

#### General Education Core Electives

- |  |   |
|--|---|
| BIOL 1111(L) <i>Biology I + Lab</i> (4)        | MATH 1103 <i>Quan. Skills/Reason</i> (3)  |
| BIOL 2113(L) <i>Human A&amp;P I + Lab</i> (4)  | MATH 1111 <i>College Algebra</i> (3)*     |
| BIOL 2114(L) <i>Human A&amp;P II + Lab</i> (4) | MATH 1112 <i>College Trig</i> (3)*        |
| ECON 1101 <i>Principles of Economics</i> (3)   | MATH 1113 <i>Precalculus</i> (3)*         |
| ECON 2105 <i>Macroeconomics</i> (3)            | MATH 1127 <i>Intro to Statistics</i> (3)* |
| ECON 2106 <i>Microeconomics</i> (3)            | MATH 1131 <i>Calculus I</i> (4)*          |
| ENGL 2110 <i>World Literature</i> (3)          | MUSC 1101 <i>Music Apprec.</i> (3)        |
| ENGL 2130 <i>American Literature</i> (3)       | PHYS 1110(L) <i>Conc. Phys + Lab</i> (4)  |
| HIST 1111 <i>World History I</i> (3)           | POLS 1101 <i>American Govt.</i> (3)*      |
| HIST 1112 <i>World History II</i> (3)          | POLS 2401 <i>Global Issues</i> (3)        |
| HIST 2111 <i>US History I</i> (3)*             | PSYC 2103 <i>Human Develop.</i> (3)       |
| HIST 2112 <i>US History II</i> (3)*            | SOCI 1101 <i>Intro to Sociology</i> (3)   |
| HUMN 1101 <i>Intro to Humanities</i> (3)       | SPAN 1101 <i>Intro to Spanish</i> (3)     |
| MATH 1101 <i>Math Modeling</i> (3)*            | SPCH 1101 <i>Public Speaking</i> (3)      |

#### Occupational-Related Electives

- |   |   |
|---|---|
| ACCT 1100 <i>Financial Accounting I</i> (4)       | CIST 1130 <i>Op. Sys. Concepts</i> (3)      |
| ACCT 1105 <i>Financial Accounting II</i> (4)      | CIST 1305 <i>Prog. Design/Dev't</i> (3)     |
| ACCT 2000 <i>Managerial Accounting</i> (3)        | CRJU 1010 <i>Intro to Crim Justice</i> (3)  |
| BIOL 1111(L) <i>Biology I + Lab</i> (4)           | CRJU 1030 <i>Corrections</i> (3)            |
| BIOL 2113(L) <i>Human A&amp;P I + Lab</i> (4)*    | CRJU 1040 <i>Prin. of Law Enforc.</i> (3)   |
| BIOL 2114(L) <i>Human A&amp;P II + Lab</i> (4)*   | ECCE 1101 <i>Intro/Early Childhood</i> (3)  |
| BIOL 2117(L) <i>Intro Microbiology + Lab</i> (4)* | ECCE 1103 <i>Child Growth &amp; Dev</i> (3) |
| BUSN 1180 <i>Computer Graphics/Design</i> (3)     | ECCE 1105 <i>Health Safety/Nutrit.</i> (3)  |
| BUSN 1190 <i>Digital Technologies</i> (2)         | MATH 1127 <i>Intro to Statistics</i> (3)*   |
| BUSN 1410 <i>Spreadsheet Concepts/Apps</i> (4)    | MGMT 1100 <i>Principles of Mgmt</i> (3)     |
| BUSN 1420 <i>Database Applications</i> (4)        | MGMT 1105 <i>Org. Behavior</i> (3)          |
| BUSN 2160 <i>Electronic Mail Apps</i> (2)         | MGMT 1120 <i>Intro to Business</i> (3)      |
| CHEM 1151 <i>Survey/Inorg Chem + Lab</i> (4)*     | PHYS 1110(L) <i>Conc. Phys + Lab</i> (4)    |
| CHEM 1152 <i>Survey/Org/Biochem + Lab</i> (4)*    | PSYC 2103 <i>Human Develop.</i> (3)         |
| CHEM 1211 <i>Chemistry I + Lab</i> (4)*           | PSYC 2250 <i>Abnormal Psychology</i> (3)    |
| CHEM 1212 <i>Chemistry II + Lab</i> (4)*          | SPAN 1101 <i>Intro to Spanish</i> (3)       |
| CIST 1001 <i>Computer Concepts</i> (4)            | SPCH 1101 <i>Public Speaking</i> (3)        |

# 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: Oakwood, 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.

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## Health Information Management Technology

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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](#)

### Sample Graduation Plans

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Degree Level

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# Health Information Management Technology

Updated: 3/16/2016  
Effective Term: 201616

## 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 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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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)

### General Education Core Electives

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 1101 *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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

**Total: 66 Hours**

# 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 will be required to complete their General Education and Occupational core in the Healthcare Science certificate with an overall GPA of 2.0 prior to entering the Health Information Technology degree program.

#### Program Length & Availability

6 Semesters

Campus Availability: Oakwood

#### 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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## Healthcare Assistant/Science

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### 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.

### Health Care Science Certificate

If you are interested in applying to the Clinical Laboratory Technology, Dental Hygiene, Health Information Technology, Healthcare Management Technology, Physical Therapist Assistant, Radiologic Technology, or Surgical Technology degrees, you must first complete required prerequisites. The Health Care Science Certificate offers you all the core courses needed to apply for any of these programs. Students applying to any of these programs will initially be placed into the Health Care Science Certificate program.

### Dental Hygiene

Students will initially be admitted into the Healthcare Science certificate of credit



and must successfully complete the Healthcare Science Certificate - Dental Hygiene Concentration in order to be considered for admission into the Dental Hygiene Degree program. Admission to this program is a competitive process. Please see the [program website](#) for complete details for admissions into the Dental Hygiene Degree Program.

### **Health Information Technology**

Students will be admitted initially to the Healthcare Science Certificate program and the Pre-HIMT (Health Information Technology) concentration. These courses must be completed with a minimum cumulative GPA of 2.0 prior to entering the associate degree program. Please see the HIMT web page, [Health Information Technology](#), for complete details regarding admission to the Health Information Technology program.

### **Healthcare Management Technology Degree**

Students will be required to complete the Healthcare Science certificate program and the Pre-Healthcare Management concentration, with an overall GPA of 2.0, prior to entering the Healthcare Management Technology degree program. Please see the program website for complete details for admission to the Healthcare Management Technology program.

### **Physical Therapist Assistant Degree**

Students will initially be admitted into the Healthcare Science certificate of credit and must successfully complete the following courses in order to be considered for admission into the Physical Therapist Assistant program: ENGL 1101, MATH 1101 or MATH 1111, BIOL 2113, BIOL 2113L, COMP 1000, and ALHS 1090. Admission to this program is a competitive process. Please see the program website for complete details for admissions into the Physical Therapist Assistant Degree Program.

### **Radiologic Technology Degree**

Students will be required to complete 9 pre-requisite classes, with a cumulative minimum GPA of 2.5, prior to consideration for competitive selection for the Radiologic Technology degree program. Please see the program website for complete details for admission to the Radiologic Technology Degree Program.

### **Surgical Technology Degree**

Students will initially be admitted into the Health Care Science certificate of credit and must achieve a cumulative average of 2.5 in the General and Occupational core classes. Admission to this program is a competitive process. Please see the program website for complete details for admissions to the Surgical Technology Program.

In order to receive a certificate for the Health Care Science Certificate, students must complete one of the Areas of Concentration.

### **Patient Navigator Certificate**

A patient navigator is a member of the healthcare team who helps patients "navigate" the healthcare system and get timely care. Navigators work with patients to identify their barriers to healthcare and connect them to the resources they may need such as financial assistance, counseling, language translation or transportation. Patient Navigators help to schedule appointments and tests; serves as a liaison between the patient and other healthcare staff and providers; assists patients to understand medical and treatment options; as well as provide emotional support.

### **Program Requirements**



Certificate Level:

[Healthcare Assistant Certificate](#)

[Healthcare Science Certificate](#)

[Patient Navigator Certificate](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)

Certificate Level:

[Healthcare Assistant Certificate](#)

[Healthcare Science Certificate - Bilingual Customer Service Concentration](#)

[Healthcare Science Certificate - Dental Hygiene Concentration](#)

[Healthcare Science Certificate - Health Information Management Concentration](#)

[Healthcare Science Certificate - Physical Therapy Assistant Concentration](#)

[Healthcare Science Certificate - Radiologic Technology Concentration](#)

[Healthcare Science Certificate - Surgical Technology Concentration](#)

[Patient Navigator Certificate](#)

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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# Healthcare Assistant Certificate Program HA21

Updated: 5/06/2015  
Effective Term: 201516

[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**



# 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: Oakwood, 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](#)

# Health Care Science Certificate Program HS21

Updated: 3/16/2016  
Effective Term: 201616

[Click here to jump to Program Description,  
Admissions Requirements, and Financial Aid.](#)

## Curriculum

### General Education & Occupational Core – Total of 23 Hours

#### Area I – Language Arts/Communications – 3 Hours

ENGL 1101 *Composition & Rhetoric* (3)

#### Area II – Social/Behavioral Sciences – 3 Hours

PSYC 1101 *Introductory Psychology* (3)

#### Area III – Mathematics – Choose 3 Hours

MATH 1101 *Mathematical Modeling* (3)

MATH 1103 *Quantitative Skills/Reasoning* (3)\*

MATH 1111 *College Algebra* (3) \*\*

\*Rad. Tech DOES NOT ACCEPT

\*\*Physical Therapy Applicants MUST take MATH 1111

#### Area III – Natural Science – 8 Hours

BIOL 2113(L) *Human A&P I + Lab* (4)

BIOL 2114(L) *Human A&P II + Lab* (4)

#### Area IV – Humanities/Fine Arts – Choose 3 Hours

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective\* – 3 Hours

\*See [Page 2](#) for Suggested Elective by Program

### Choose a Concentration – Total of 13 – 16 Hours

#### Pre-Dental Hygiene Concentration

SPCH 1101 *Public Speaking* (3)

CHEM 1151(L) *Survey of Inorganic Chemistry + Lab* (4)

CHEM 1152(L) *Survey Organic & Biochemistry + Lab* (4)

BIOL 2117(L) *Introductory Microbiology + Lab* (4)

**Total: 38 Hours**

#### Pre-Health Information Management Tech. Concentration

ALHS 1090 *Medical Terminology* (2)

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* (2)

**Total: 36 Hours**

#### Pre-Physical Therapy Assistant Concentration

PHYS 1110(L) *Conceptual Physics + Lab* (4)

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)

**Total: 39 Hours**

#### General Education Core Electives

BIOL 1111(L) *Biology I + Lab* (4)

BIOL 1112(L) *Biology 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)

POLS 1101 *American Govt.* (3)

POLS 2401 *Global Issues* (3)

PSYC 1101 *Intro Psychology* (3)

PSYC 2103 *Human Develop.* (3)

PSYC 2250 *Abnormal Psyc* (3)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

#### Pre-Radiologic Technology Concentration

ALHS 1090 *Medical Terminology* (2)

RADT 1010 *Intro to Radiology* (4)

RADT 1030 *Radiographic Procedures I* (3)

RADT 1065 *Radiologic Science* (2)

RADT 1320 *Clinical Radiography I* (4)

**Total: 38 Hours**

#### Pre-Surgical Technology Concentration

ALHS 1090 *Medical Terminology* (2)

BIOL 2117(L) *Introductory Microbiology + Lab* (4)

SURG 1010 *Intro to Surgical Technology* (8)

**Total: 37 Hours**

#### Bilingual Customer Service for Healthcare Concentration

BUSN 1045 *Managing Customer Relationship* (2)

MGMT 1120 *Introduction to Business* (3)

SPAN 1102 *Intro to Spanish Language/Culture II* (3)

ALHS 1054 *Spanish for Allied Health Workers* (3)

SPAN 1050 *Spanish Culture & Community* (2)

**Total: 36 Hours**

# Health Care Science

## Certificate Program

### HS21

#### Program Description

The Health Care Science Certificate of Credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for entrance into: Dental Hygiene Degree, Health Information Technology Degree, Physical Therapy Assistant Degree, Radiologic Technology Degree, and Surgical Technology Degree programs. Student seeking admission to these programs must meet specific entrance requirements. These requirements are listed on each program's webpage.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Additional Requirements

Students applying for Dental Hygiene Degree, Health Information Technology Degree, Physical Therapy Assistant Degree, Radiologic Technology Degree, and Surgical Technology Degree will be initially admitted into the Healthcare Science Certificate program in order to complete the required developmental and/or core courses for their program of study. Please see program flyers for specific entrance requirements.

#### Program Length & Availability

3 Semesters

Campus Availability: Oakwood, Forsyth, Jackson, Barrow, Dawson

#### 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](#)

#### \*Suggested Occupational-Related Elective by Program

Selecting an elective using the list below will aid in completing pre-admission courses for selective programs.

- Dental Hygiene: SOCI 1101
- Health Information Management Technology: Select any core elective
- Physical Therapy: PSYC 2103
- Radiologic Technology: Select any core elective
- Surgical Technology: Select any core elective
- Bilingual Customer Service: SPAN 1101

# Patient Navigator 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.

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## Horticulture

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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](#)

### 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](#)** [+]

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# Garden Center Technician Certificate Program GC31

Updated: 5/06/2015  
Effective Term: 201516

## 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](#)

# Horticulture

## Degree Program

### EH13

### 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)  
SOC 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

ENGL 2110 *World Literature* (3)  
ENGL 2130 *American Literature* (3)  
HUMN 1101 *Introduction to Humanities* (3)  
MUSC 1101 *Music Appreciation* (3)

##### General Education Core Elective – Choose 3 Hours

#### Program-Specific Core – Total of 18 Hours

COMP 1000 *Introduction to Computers* (3)  
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 Elective – Choose 3 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

##### General Education Core Electives

BIOL 1111(L) <i>Biology I + Lab</i> (4)	MATH 1103 <i>Quant. Skills/Reason</i> (3)
BIOL 2113(L) <i>Human A&amp;P I + Lab</i> (4)	MATH 1111 <i>College Algebra</i> (3)
BIOL 2114(L) <i>Human A&amp;P II + Lab</i> (4)	MATH 1112 <i>College Trig</i> (3)
ECON 1101 <i>Principles of Economics</i> (3)	MATH 1113 <i>Precalculus</i> (3)
ECON 2105 <i>Macroeconomics</i> (3)	MATH 1127 <i>Intro to Statistics</i> (3)
ECON 2106 <i>Microeconomics</i> (3)	MATH 1131 <i>Calculus I</i> (4)
ENGL 1102 <i>Literature &amp; Comp.</i> (3)	MUSC 1101 <i>Music Apprec.</i> (3)
ENGL 2110 <i>World Literature</i> (3)	PHYS 1110(L) <i>Conc. Phys + Lab</i> (4)
ENGL 2130 <i>American Literature</i> (3)	POLS 1101 <i>American Govt.</i> (3)
HIST 1111 <i>World History I</i> (3)	POLS 2401 <i>Global Issues</i> (3)
HIST 1112 <i>World History II</i> (3)	PSYC 1101 <i>Intro Psychology</i> (3)
HIST 2111 <i>US History I</i> (3)	PSYC 2103 <i>Human Develop.</i> (3)
HIST 2112 <i>US History II</i> (3)	SOCI 1101 <i>Intro to Sociology</i> (3)
HUMN 1101 <i>Intro to Humanities</i> (3)	SPAN 1101 <i>Intro to Spanish</i> (3)
MATH 1101 <i>Math Modelina</i> (3)	SPCH 1101 <i>Public Speaking</i> (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, INDS 1150, WELD 1000, 1010, 1040, 1090, 1152, 1154, or MKTG 1100, 1130, 1160, 1190, 2210, 2300

**Total: 60 Hours**

# 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.

[Click here to jump back to Curriculum](#)

# Horticulture

## Diploma Program

### EH12

[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 18 Hours

- COMP 1000 *Introduction to Computers* (3)
- 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 Elective – Choose 3 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)
- 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* (3)
- WELD 1010 *Oxyfuel Cutting* (3)
- WELD 1040 *Flat Shielded Metal Arc Welding* (4)
- WELD 1090 *Gas Metal Arc Welding* (4)
- WELD 1152 *Pipe Welding* (3)
- WELD 1154 *Plasma Cutting* (3)

# 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.

[Click here to jump back to Curriculum](#)



# Landscape Design Technician Certificate Program LDT1

Updated: 5/06/2015  
Effective Term: 201516

## 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.

[Click here to jump back to Curriculum](#)

# Landscape Specialist Certificate Program LS11

Updated: 5/06/2015  
Effective Term: 201516

## 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](#)

# Sustainable Urban Agriculture Technician Certificate Program SUA1

Updated: 5/06/2015  
Effective Term: 201516

## 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**

### 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.

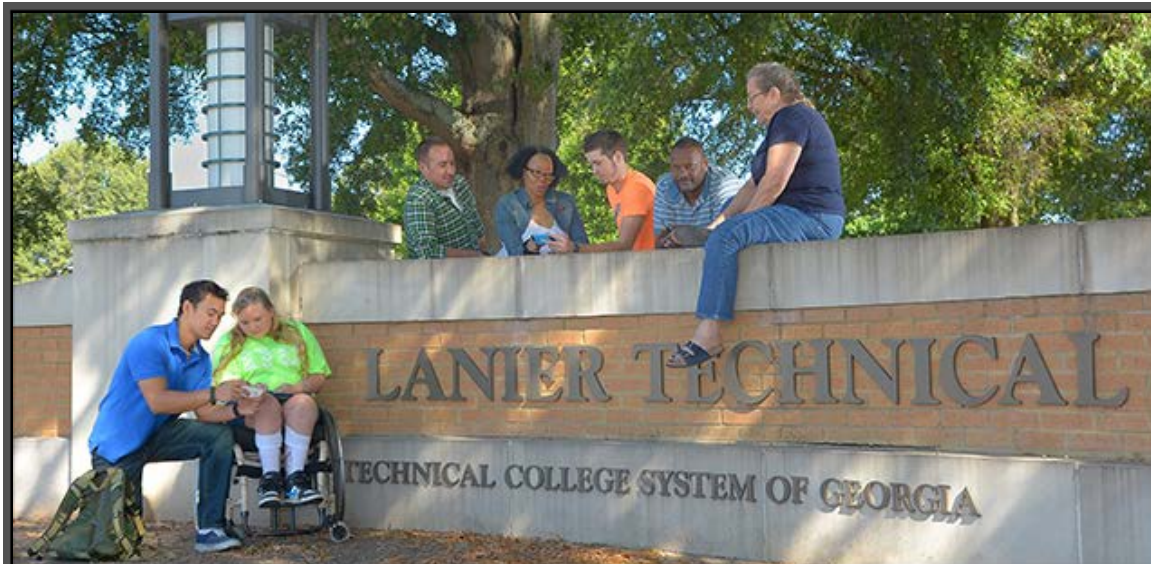
### Financial Aid

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.

### 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, INDS 1150, WELD 1000, 1010, 1040, 1090, 1152, 1154, or MKTG 1100, 1130, 1160, 1190, 2210, 2300

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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](#)

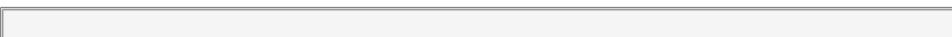
[Process Control Technician I Certificate](#)

[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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**[Program Instructors](#) [+]**

**[Nature of the Work](#) [+]**

**[Work Environment](#) [+]**

**[Training, Other Qualifications, and Advancement](#) [+]**

**[Job Outlook](#) [+]**

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# Electrical Control Systems

## Diploma Program

### EC22

Updated: 9/30/2015  
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) - 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 *Electrical Systems Basics I* (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)  
CIST 1130 *Operating Systems Concepts* (3)  
CIST 2451 *Cisco Introduction to Networks* (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* (3)  
WELD 1010 *Oxyfuel Cutting* (3)



# 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: Oakwood

#### 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](#)

# Industrial Electrician Certificate Program IE41

Updated: 9/30/2015  
Effective Term: 201614

## Curriculum

### Program-Specific Core – Total of 11 Hours

IDSY 1130 *Industrial Wiring* (4)

IDFC 1011 *Direct Current I* (3) - OR -

IDSY 1101 *DC Circuit Analysis* (3)

ELTR 1020 *Electrical Systems Basics I* (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: Oakwood

### 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](#)

# Industrial Fluid Power Technician

## Certificate Program

### IF11

Updated: 9/30/2015  
Effective Term: 201614

## 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: Oakwood

### 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](#)

# Industrial Mechanical Systems

## Diploma Program

### IMS2

Updated: 9/30/2015  
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) - 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 *Electrical Systems Basics I* (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)  
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**

# 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: Oakwood

#### 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](#)

# Industrial Motor Control Technician Certificate Program IM41

Updated: 9/30/2015  
Effective Term: 201614

## 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: Oakwood

### 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](#)



# Industrial Systems Technology

Updated: 3/16/2016  
Effective Term: 201616

## 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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (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 *Electrical Systems Basics I* (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

#### General Education Core Electives

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)

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 2060 *Work Cell Design Laboratory* (2)

CIST 1001 *Computer Concepts* (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)

WELD 1000 *Intro to Welding Technology* (3)

WELD 1040 *Flat Shielded Metal Arc Welding* (4)

**Total: 63 Hours**

# 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: Oakwood

#### 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](#)

# Industrial Systems Technology

## Diploma Program

### IST4

Updated: 9/30/2015  
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) - 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 *Electrical Systems Basics I* (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)  
CIST 1001 *Computer Concepts* (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* (3)  
WELD 1040 *Flat Shielded Metal Arc Welding* (4)

**Total: 46 Hours**

# 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: Oakwood

#### 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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# Process Control Technician I

## Certificate Program

### PC61

Updated: 1/07/2016  
Effective Term: 201616

## 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: Oakwood

### 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](#)

# Process Control Technician II

## Certificate Program

### PC71

Updated: 1/07/2016  
Effective Term: 201616

## 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: Oakwood

### 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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# Programmable Control Technician I

## Certificate Program

### PC81

Updated: 9/30/2015  
Effective Term: 201614

## 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: Oakwood

### 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](#)

# Business Technology

## Degree Program

### BA23

[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)  
SOC 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

ENGL 2110 *World Literature* (3)  
ENGL 2130 *American Literature* (3)  
HUMN 1101 *Introduction to Humanities* (3)  
MUSC 1101 *Music Appreciation* (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

### General Education Core Electives

BIOL 1111(L) <i>Biology I + Lab</i> (4)	MATH 1103 <i>Quant. Skills/Reason</i> (3)
BIOL 2113(L) <i>Human A&amp;P I + Lab</i> (4)	MATH 1111 <i>College Algebra</i> (3)
BIOL 2114(L) <i>Human A&amp;P II + Lab</i> (4)	MATH 1112 <i>College Trig</i> (3)
ECON 1101 <i>Principles of Economics</i> (3)	MATH 1113 <i>Precalculus</i> (3)
ECON 2105 <i>Macroeconomics</i> (3)	MATH 1127 <i>Intro to Statistics</i> (3)
ECON 2106 <i>Microeconomics</i> (3)	MATH 1131 <i>Calculus I</i> (4)
ENGL 1102 <i>Literature &amp; Comp.</i> (3)	MUSC 1101 <i>Music Apprec.</i> (3)
ENGL 2110 <i>World Literature</i> (3)	PHYS 1110(L) <i>Conc. Phys + Lab</i> (4)
ENGL 2130 <i>American Literature</i> (3)	POLS 1101 <i>American Govt.</i> (3)
HIST 1111 <i>World History I</i> (3)	POLS 2401 <i>Global Issues</i> (3)
HIST 1112 <i>World History II</i> (3)	PSYC 1101 <i>Intro Psychology</i> (3)
HIST 2111 <i>US History I</i> (3)	PSYC 2103 <i>Human Develop.</i> (3)
HIST 2112 <i>US History II</i> (3)	SOCI 1101 <i>Intro to Sociology</i> (3)
HUMN 1101 <i>Intro to Humanities</i> (3)	SPAN 1101 <i>Intro to Spanish</i> (3)
MATH 1101 <i>Math Modeling</i> (3)	SPCH 1101 <i>Public Speaking</i> (3)

### Occupational-Related Electives

ACCT 1105 *Financial Accounting II* (4)  
ACCT 1130 *Payroll Accounting* (3)  
ACCT 2145 *Personal Finance* (3)  
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)

**Total: 64 Hours**

# 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: Oakwood, 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](#)

# Business Technology

## Diploma Program

### BA22

Updated: 7/06/2016  
Effective Term: 201712

[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 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**

# 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: Oakwood, 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](#)

# Medical Front Office Assistant Certificate Program MF21

Updated: 11/16/2016  
Effective Term: 201714

## 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: Oakwood, 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](#)



# Microsoft Excel Application Professional Certificate Program ME51

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, 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](#)

# Microsoft Office Applications Professional Certificate Program MF41

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, 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.

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## Computer Information Systems

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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](#)

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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# CISCO CCNP Specialist Certificate Program CD71

Updated: 5/06/2015  
Effective Term: 201516

## 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.

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# CISCO Network Specialist Certificate Program CN71

Updated: 5/06/2015  
Effective Term: 201516

## 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: 3/16/2016  
Effective Term: 201616

## Degree Program

### CS23

[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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (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

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)

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: Oakwood

#### 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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# Computer Support Specialist

## Diploma Program

### CS14

Updated: 5/06/2015  
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)
- 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)

# 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: Oakwood

#### 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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# Internet Specialist – Web Site Design

Updated: 3/16/2016  
Effective Term: 201616

## Degree Program

### IS53

[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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (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

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)

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)

# 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: Oakwood

#### 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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# Internet Specialist – Web Site Design

Updated: 5/06/2015  
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)

# 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: Oakwood

#### 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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# Internet Specialist – Website Developer

Updated: 5/06/2015  
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

#### CIST Elective – Choose 3 Hours

**Total: 35 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 Deveopment (4)
- CIST 2560 Web Application Programming (4)
- CIST 2570 Open Source Web App Prog. I (4)
- CIST 2580 Interactive/Social Apps Integ. (4)

#### 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 Deveopment (4)
- CIST 2560 Web Application Programming (4)
- CIST 2570 Open Source Web App Prog. I (4)
- CIST 2580 Interactive/Social Apps Integ. (4)

### 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: Oakwood

### 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.

# LINUX/UNIX System Administrator Certificate Program LA31

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

#### 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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# Networking Specialist

## Degree Program

### NS13

Updated: 3/16/2016  
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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (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

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

#### CIST Electives

CIST 1601 *Info Security Fundamentals* (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 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 2612 *Computer Forensics* (4)

(CURRICULUM CONTINUES ON NEXT PAGE)

# 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

### Program Length & Availability

5 Semesters

Campus Availability: Oakwood, 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](#)



# Networking Specialist

## Diploma Program

### NS14

Updated: 5/06/2015  
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)
- 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

- CIST 1601 *Info Security Fundamentals* (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 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 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)

#### 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**

# 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: Oakwood, 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](#)

# PC Repair & Network Technician

## 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: Oakwood, 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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## 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:



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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](#)

### 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](mailto:abrown2@laniertech.edu).  
Jayna Durden at 678-513-5206 or email at [jdurden@laniertech.edu](mailto: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](mailto:jmann1@laniertech.edu)  
Octavia Burns at 770-533-6977 or email at [oburns@laniertech.edu](mailto:oburns@laniertech.edu)

Joy Dyer at 770-533-6984 or email at [jdyer@laniertech.edu](mailto: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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# Cosmetology

## Diploma Program

### CO12

Updated: 9/30/2015  
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**

# 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.

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: Oakwood, Dawson

#### 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](#)

# Hair Designer

## 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 are accepted each semester based on course and space availability.

Students must complete ALL COSM COURSES with a grade of C or higher in order to graduate.

### Program Length & Availability

4 Semesters

Campus Availability: Oakwood, 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 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](#)

# Shampoo Technician 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: Oakwood, 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.

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## Criminal Justice Technology

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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](#)

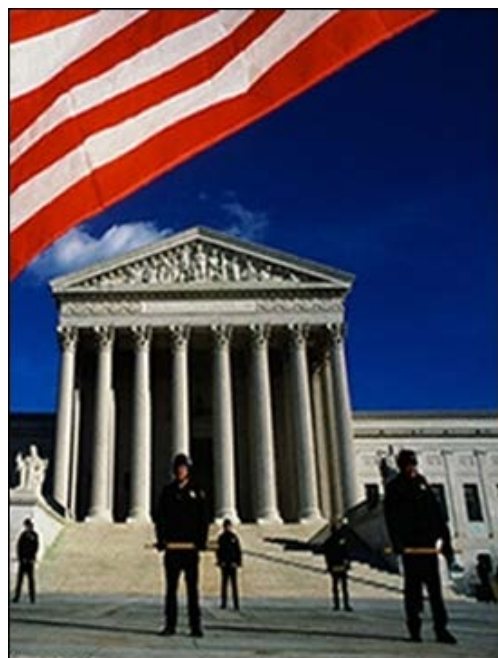
Degree Level

[Criminal Justice Technology Degree](#)

Diploma Level:

[Criminal Justice Technology Diploma](#)

Certificate Level:



[Criminal Justice Specialist Certificate](#)

Click (+) on the following topics for more information:

[\*\*Significant Points\*\*](#) [+]

[\*\*Program Instructors\*\*](#) [+]

[\*\*Nature of the Work\*\*](#) [+]

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[\*\*Training, Other Qualifications, and Advancement\*\*](#) [+]

[\*\*Job Outlook\*\*](#) [+]

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# Criminal Justice Specialist Certificate Program CJ21

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, Forsyth, Jackson, Barrow, Online

### 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](#)

# Criminal Justice Technology

## Degree Program

### CJT3

Updated: 3/16/2016  
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)  
SOC 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

ENGL 2110 *World Literature* (3)  
ENGL 2130 *American Literature* (3)  
HUMN 1101 *Introduction to Humanities* (3)  
MUSC 1101 *Music Appreciation* (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

BIOL 1111(L) <i>Biology I + Lab</i> (4)	MATH 1103 <i>Quant. Skills/Reason</i> (3)
BIOL 2113(L) <i>Human A&amp;P I + Lab</i> (4)	MATH 1111 <i>College Algebra</i> (3)
BIOL 2114(L) <i>Human A&amp;P II + Lab</i> (4)	MATH 1112 <i>College Trig</i> (3)
ECON 1101 <i>Principles of Economics</i> (3)	MATH 1113 <i>Precalculus</i> (3)
ECON 2105 <i>Macroeconomics</i> (3)	MATH 1127 <i>Intro to Statistics</i> (3)
ECON 2106 <i>Microeconomics</i> (3)	MATH 1131 <i>Calculus I</i> (4)
ENGL 1102 <i>Literature &amp; Comp.</i> (3)	MUSC 1101 <i>Music Apprec.</i> (3)
ENGL 2110 <i>World Literature</i> (3)	PHYS 1110(L) <i>Conc. Phys + Lab</i> (4)
ENGL 2130 <i>American Literature</i> (3)	POLS 1101 <i>American Govt.</i> (3)
HIST 1111 <i>World History I</i> (3)	POLS 2401 <i>Global Issues</i> (3)
HIST 1112 <i>World History II</i> (3)	PSYC 1101 <i>Intro Psychology</i> (3)
HIST 2111 <i>US History I</i> (3)	PSYC 2103 <i>Human Develop.</i> (3)
HIST 2112 <i>US History II</i> (3)	SOCI 1101 <i>Intro to Sociology</i> (3)
HUMN 1101 <i>Intro to Humanities</i> (3)	SPAN 1101 <i>Intro to Spanish</i> (3)
MATH 1101 <i>Math Modeling</i> (3)	SPCH 1101 <i>Public Speaking</i> (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)  
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)

# 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: Oakwood, 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](#)

# Criminal Justice Technology

## Diploma Program

### CJT2

Updated: 8/27/2015  
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 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

#### 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)
- 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)

**Total: 48 Hours**

# 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: Oakwood, 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.

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## Dental Assisting

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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.

### 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](#).

### **Dental Assisting Program Information**

New students must complete the New Student Orientation and meet with the program director before registering for classes. Currently students are being accepted into the Dental Assisting program to take their prerequisite courses for Summer Semester 2016.

Students must have a minimum of a "C" in each of the following pre-requisite courses prior to beginning dental assisting occupational classes: MATH 1012, ALHS 1011, ALHS 1040, ENGL 1010, PSYC 1010, and COMP 1000.

All dental assisting students are accepted into the Dental Assisting program to begin their pre-requisite classes. Lanier Technical College uses a first-come, first serve process to admit 21 students into dental assisting occupational courses each summer. All perspective students must attend a 45 minute laboratory observation on campus before gaining acceptance into dental assisting occupational classes. Students should sign-up for an observation time on the observation sign-up sheet which is located outside of the Dental Assisting classroom (room 372). Following the observation period students must complete a dental assisting occupational application form. To submit an application for occupational courses the student must complete the application that they receive from the dental assisting program director on the day that he or she attends the laboratory observation. Once the form is completed the student will e-mail or fax the form to the program director.

Occupational applications are placed in the order in which they are received. Each application is saved by date and time. Students should keep a copy of their submission that shows the date and time of the submission in case the program director does not receive the document. All students will receive an additional document 3 months prior to the start of the dental assisting program. This document will confirm that the student is still interested in the Dental Assisting program. Students who do not send back the form will be taken off of the list. Students should contact the Dental Assisting program director if they do not receive a correspondence from the program director 3 months prior to the start of summer semester. Students must be pre-requisite complete and observe in the dental assisting laboratory for 45 minutes before gaining acceptance into dental assisting occupational classes.

### **New Students**

Students are admitted into the Dental Assisting program to take their prerequisite classes prior to beginning dental assisting occupational classes. Students must earn a minimum of a "C" in each of the following pre-requisite courses prior to beginning dental assisting classes: MATH 1012, ALHS 1040, ALHS 1011, ENGL 1010, PSYC 1010, and COMP 1000. The first-come, first-serve policy is based on the placement of the student's name on the waiting list. Following the first semester of enrollment students are permitted to sign up for a returning student advisement/registration time. The returning student registration sheets are posted outside of the Dental Assisting classroom (room 372) approximately 4 weeks prior to returning student registration and are maintained by the Dental Assisting Program Director, Liza Charlton. Students who fail to meet with their advisor each semester may lose their place on the waiting list.

### **Change of Program Students**

Students who change from another Lanier Tech program to the Dental Assisting program are permitted to sign up for a returning student registration time once

they are accepted into the Dental Assisting program. These students are considered to be new to the Dental Assisting program and therefore are required to begin their first-come, first-serve period along with the new students entering the program. The first-come, first-serve policy is based on the placement of the student's name on the waiting list. Students must sign up for an advisement/registration time before registering for classes. Returning student registration sheets are posted outside of the Dental Assisting classroom (room 372) approximately 4 weeks prior to returning student registration and are maintained by the Dental Assisting Program Director, Liza Charlton. Students who fail to meet with their advisor each semester may lose their place on the waiting list.

### **Transfer Students**

Transfer students that would like their previous college credits considered for review must submit the proper paperwork. Please complete the "Request for Transfer Credit" form and return it to the Registrar's Office with your official transcripts. If you have any questions concerning this form please contact the Registrar's Office. Transfer students are permitted to sign up for a returning student registration time once they are accepted in to the Dental Assisting program. The first-come, first-serve policy is based on the placement of the student's name on the waiting list. Students must sign up for an advisement/registration time before registering for classes. Returning student registration sheets are posted outside of the Dental Assisting classroom (room 372) approximately 4 weeks prior to returning student registration and are maintained by the Dental Assisting Program Director, Liza Charlton. Students who fail to meet with their advisor each semester may lose their place on the waiting list.

### **Program Requirements**

Diploma Level:  
[Dental Assisting Diploma](#)

### **Sample Graduation Plans**

[Frequently Asked Questions](#)

Diploma Level:  
[Dental Assisting Diploma](#)

### **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](#)** [+]

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# Dental Assisting Diploma Program DA12

Updated: 09/30/2015  
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**

# 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: Oakwood

#### 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

[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 quality education for the dental hygiene student which will include a variety of experiences in the classroom, clinic, and community.

### Program Goals

#### Goal 1 – Provide dental hygiene education and training to meet community workforce needs.

- Encourage professionalism and ethics in all endeavors.
- Develop communication and critical thinking skills.
- Develop motor skills to provide efficient and safe patient care.
- Provide didactic training to create a knowledgeable graduate.
- Introduce students to volunteer-based community services.



[Information Session March 7th](#)

[Core Classes](#)

[Core Sequence](#)

[Program Application](#)

[TEAS for Allied Health](#)

[Dental Experience Form](#)

[Bloodborne Pathogens / Infectious Diseases Policy](#)

[Program Costs](#)

[Occupational Courses Sequence](#)

Kim Duncan, Dental Hygiene  
Administrative Assistant  
[kduncan@laniertech.edu](mailto:kduncan@laniertech.edu)  
770-533-6936





678-989-3118 (fax)

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Dr. David Byers, Dental Hygiene  
Program Director

[dbyers@laniertech.edu](mailto:dbyers@laniertech.edu)

770-533-6932



Vanessa Jones, Dental Hygiene  
Senior Class Clinic Coordinator

[vjones@laniertech.edu](mailto:vjones@laniertech.edu)

770-533-6948



Cynthia Lambert, Dental Hygiene  
Junior Class Clinic Coordinator

[clambert@laniertech.edu](mailto:clambert@laniertech.edu)

770-533-6970

**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 – Increase student retention and program completion rates by maintaining the number and 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.
- Maintain full program accreditation from CODA.

**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.
- Implement 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 Healthcare Science Certificate program (Pre-Dental Hygiene concentration) to meet the minimum core requirements. Acceptance into the HCSC 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. The following criteria are evaluated to determine admission:

- TEAS for Allied Health
- Core GPA
- Core completed
- Dental experience

In order to be considered for program admission the applicant must complete the criteria listed above and submit a Dental Hygiene Program Application to the Dental Hygiene Department Administrative Assistant by March 15th.

**Program Requirements**

Degree Level  
[Dental Hygiene Degree](#)

**Sample Graduation Plans**

[Frequently Asked Questions](#)  
Degree Level

## Dental Hygiene Degree

### Frequently Asked Questions

#### **What should I know about obtaining dental experience by assisting or shadowing?**

Candidates are encouraged to obtain experience in the dental profession from at least three different offices. Many times this process serves to not only allow the candidate to gain valuable experience about the profession of dentistry, but also serves to create a potential connection for future employment.

More credit is obtained by assisting a dentist or hygienist in the delivery of patient care. Maximum credit is awarded for assisting a dentist chairside for up to 100 hours. Less credit is awarded for assisting a hygienist, and the least amount of credit is awarded for merely shadowing or observing in an office.

#### **How time intensive is the program?**

The program is very time intensive. Students who are selected for the program should make every effort to not have to work while they are in the program. 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 courses must be taken to be considered for the Dental Hygiene Degree program?**

See [Core Classes](#).

#### **Is there a suggested sequence to meet the core courses requirements within the Healthcare Science Certificate program (Pre-Dental Hygiene concentration)?**

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 HUMN 1101, MUSC 1101 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.

#### **How do I prepare to gain admission into the Dental Hygiene Degree program?**

New students:

- Apply for admission to Lanier Technical College.
- Select Healthcare Science Certificate (Pre-Dental Hygiene) as your major.
- Complete the core classes.
- Obtain dental experience by assisting or observing in dental offices.
- Apply for program admission.

Transfer Students:

- Apply for admission to Lanier Technical College for the summer semester prior to the fall semester you plan to begin the Dental Hygiene Degree program.
- Request ALL transcripts from prior colleges to be sent to Lanier Technical College.
- Select Healthcare Science Certificate (Pre-Dental Hygiene) as your major.
- Complete any remaining core classes.

Obtain dental experience by assisting or observing in dental offices.  
Apply for program admission.

**What is the deadline to have all information submitted to apply for program admission?**

The deadline to submit the application information is March 15th or the following Monday if March 15th occurs on a Friday, Saturday or Sunday. Completed applications can be delivered to the Dental Hygiene Administrative Assistant or they can be faxed to 678-989-3118.

**What paperwork should be included to complete my application for program admission?**

[Dental Hygiene Program Application](#)  
[Dental Experience Form](#)

*Note: see information above for transfer students.*

**What courses will I take after entering the Dental Hygiene Degree program?**

See [Occupational Courses Sequence](#).

**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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# Dental Hygiene

## 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

- 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**

# 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: Oakwood

#### Admissions Requirements

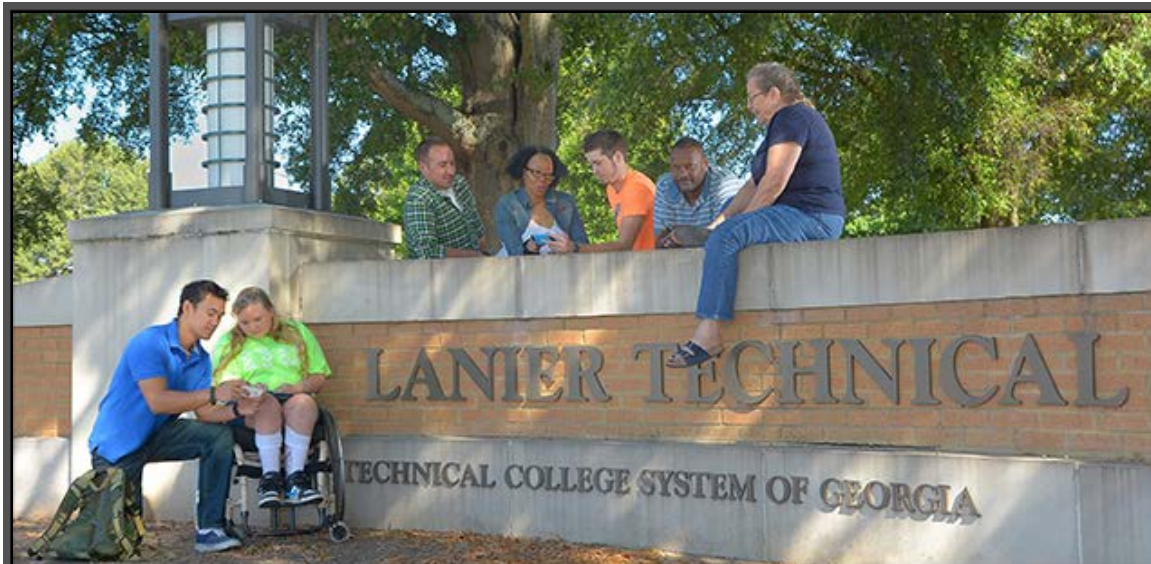
- Must be 18 years of age.
- High school diploma or GED is required prior to admission.  
*(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)*
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

#### 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.

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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 CS6** for high end magazine illustration, mass media embedded usage, print publications, web delivery, etc  
Vector design with **Adobe Illustrator CS6** to make visuals for apps, programs, games, anything, and virtually everything.

Leading edge layout with **Adobe InDesign CS6** 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](#)

**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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# Advertising Layout Specialist Certificate Program AL61

## Curriculum

### Program-Specific Core – Total of 34 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)

MKTG 1190 *Integrated Marketing Comm* (3) - OR -

DMPT 1025 *Production Photography* (4)

DMPT 1055 *Intro to Media Technology* (4) - OR -

COMP 1000 *Introduction to Computers* (3)

### Total: 34 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](#)

# Design & Media Production Specialist Certificate Program DAM1

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 15 Hours

DMPT 1000 *Introduction to Design* (4)

DMPT 1005 *Vector Graphics* (4)

DMPT 1010 *Raster Imaging* (4)

DMPT 1055 *Intro to Media Technology* (4) - OR -

COMP 1000 *Introduction to Computers* (3)

### Total: 15 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](#)

# Design & Media Production Technology

Updated: 3/16/2016  
Effective Term: 201616

## 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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

#### Program-Specific Core – Total of 19 Hours

DMPT 1000 *Introduction to Design* (4)

DMPT 1005 *Vector Graphics* (4)

DMPT 1010 *Raster Imaging* (4)

DMPT 1055 *Intro to Media Technology* (4) - OR -

COMP 1000 *Introduction to Computers* (3)

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

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

#### Design & Media Electives

ACCT 1100 *Financial Accounting I* (4)

BUSN 1410 *Spreadsheet Conc & 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)

DMPT 1015 *Drawing* (4)

DMPT 1020 *Intro to Photog.* (4)

DMPT 1025 *Production Photog.* (4)

DMPT 2125 *Adv Raster Imaging* (4)

DMPT 2130 *Adv Vector Graphics* (4)

DMPT 2600 *Basic Video Editing* (4)

DMPT 2905 *Prac/Internship II* (4)

MGMT 1105 *Org. Behavior* (3)

MGMT 1110 *Emp. Rules/Regs* (3)

MGMT 1115 *Leadership* (3)

MKTG 1100 *Principles of Mktg* (3)

MKTG 1270 *Visual Merch.* (3)

MKTG 2210 *Entrepreneurship* (6)

#### 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)

DMPT 2905 *Practicum/Internship II* (4)

Select a Design & Media Elective – Choose 3 Hours

**Total: 61 Hours**

# 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 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](#)



# Design & Media Production Technology

## Diploma Program

### DEM2

Updated: 07/13/16  
Effective Term: 201712

[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 19 Hours

DMPT 1000 *Introduction to Design* (4)

DMPT 1005 *Vector Graphics* (4)

DMPT 1010 *Raster Imaging* (4)

DMPT 1055 *Intro to Media Technology* (4) - OR -

COMP 1000 *Introduction to Computers* (3)

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

#### 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)

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)

**Total: 46 Hours**

# 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](#)

# Digital Illustration Specialist

## Certificate Program

### DI21

Updated: 5/06/2015  
Effective Term: 201516

## 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. Contact a Financial Aid Counselor for eligibility requirements and application materials.

[Click here to jump back to Curriculum](#)

# Graphic Design & Prepress Certificate Program GD21

## Curriculum

### Program-Specific Core – Total of 23 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) - OR -

COMP 1000 *Introduction to Computers* (3)

### Total: 23 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.

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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

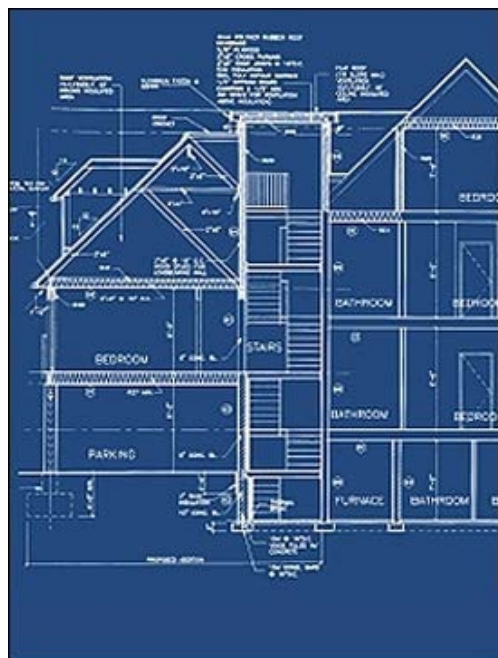
[Drafting Technology Degree](#)

Diploma Level:

[Drafting Technology Diploma](#)

Certificate Level:

[Advanced CAD Technician Certificate](#)



[Architectural Systems Drafter Certificate](#)  
[CAD Operator Certificate](#)  
[Drafters Assistant Certificate](#)

## 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](mailto: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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# Advanced CAD Technician Certificate Program AC51

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

## 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.

# Architectural Systems Drafter

## Certificate Program

### AS71

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

### 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](#)

# CAD Operator 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: Oakwood

### 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](#)

# Drafter's Assistant Certificate Program DA31

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood

### 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](#)



# Drafting Technology

## Degree Program

### DT13

[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) \*Required

MATH 1112 *College Trigonometry* (3) - OR -

MATH 1113 *Precalculus* (3)

#### Area IV – Humanities/Fine Arts – Choose 3 Hours

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 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**

#### 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)

# 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: Oakwood

#### 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: 5/06/2015  
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)

MATH 1012 *Foundations of Mathematics* (3) - OR -  
MATH 1013 *Algebraic Concepts* (3)

### Program-Specific Core – Total of 11 Hours

DFTG 1015 *Practical Math for Drafting Tech* (3) - OR -  
MCMT 1013 *Machine Tool Math*

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

#### 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)

# 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: Oakwood

#### 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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## 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](#)

## 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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# CDA Preparation 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 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. 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.

**Program Length & Availability**

1 Semester

Campus Availability: Oakwood, 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](#)

# Child Development Specialist

## 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: Oakwood, Jackson, 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.

# Early Childhood Care & Education Basics

## Certificate Program

### EC31

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, 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](#)

# Early Childhood Care & Education

## 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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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 2240 *ECCE Internship* (12)

### 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 and COMP 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: Oakwood, 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](#)

# Robotic Technician 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: Oakwood

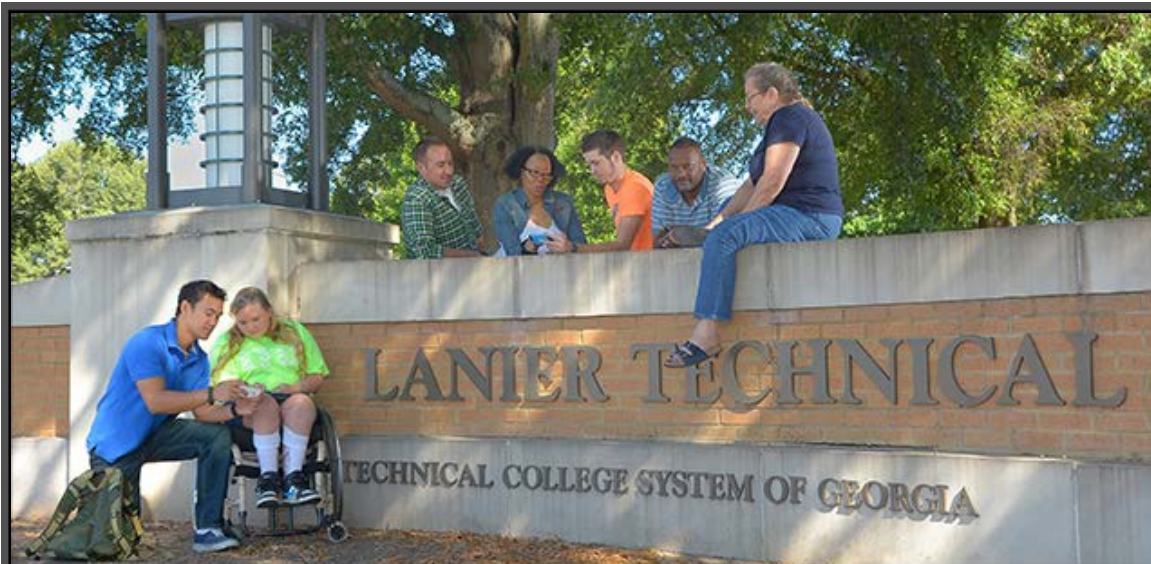
### Admissions Requirements

- 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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## 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 Window Treatments Certificate](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)

Degree Level

[Interiors Degree](#)

Diploma Level:



[Interiors Diploma](#)

Certificate Level:

[Interior Design Assistant Certificate](#)

[Interior Window Treatments Certificate](#)

### 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](#) [+]

[Training, Other Qualifications, and Advancement](#) [+]

**Job Outlook** [+]

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# Interior Design Assistant Certificate Program ID11

Updated: 9/29/2015  
Effective Term: 201614

## Curriculum

### Program-Specific Core – Total of 23 Hours

- COMP 1000 *Introduction to Computers* (3)
- 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 Elective – Choose 3 Hours

**Total: 26 Hours**

#### Occupational-Related Electives

- 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)

## 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](#)



# Interior Window Treatments

## 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](#)

# Interiors

## Degree Program

### IN13

[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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### Program-Specific Core – Total of 54 Hours

COMP 1000 *Introduction to Computers* (3)

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* (4)

INDS 1135 *Textiles for Interiors* (3)

INDS 1155 *Hist/Interiors/Architecture II* (4)

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* (5)

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

**Total: 69 Hours**

# 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.

[Click here to jump back to Curriculum](#)

# Interiors

## Diploma Program

### IN12

Updated: 5/06/2015  
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)
- MATH 1012 *Foundations of Mathematics* (3)
  
- EMPL 1000 *Interpersonal Relations* (2) - OR -
- PSYC 1010 *Basic Psychology* (3)

### Program-Specific Core – Total of 51 Hours

- COMP 1000 *Introduction to Computers* (3)
- 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* (4)
- INDS 1135 *Textiles for Interiors* (3)
- INDS 1155 *Hist/Interiors/Architecture II* (4)
- 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* (5)

**Total: 59 Hours**

# 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.

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## Machine Tool Technology

[Course Schedule](#) | [Financial Aid](#) | [Tuition](#)

The Machine Tool Technology 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.

### Program Requirements

Degree Level

[Machine Tool Technology Degree](#)

Diploma Level:

[CNC Technology Diploma](#)

[CNC and Machine Tool Technology Diploma](#)

[Machine Tool Technology Diploma](#)

Certificate Level:

[CNC Specialist Certificate](#)

[Lathe Operator Certificate](#)

[Mill Operator Certificate](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)

Degree Level

[Machine Tool Technology Degree](#)

Diploma Level:

[CNC Technology Diploma](#)

[CNC and Machine Tool Technology Diploma](#)





[Machine Tool Technology Diploma](#)

Certificate Level:

[CNC Specialist Certificate](#)

[Lathe Operator Certificate](#)

[Mill Operator Certificate](#)

### Frequently Asked Questions

#### **When are new students accepted into the Machine Tool Program?**

Students are accepted into the Machine Tool 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 Machine Tool 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 Machine Tool Technology Program?**

Several textbooks and workbooks are required for the different courses within the Machine Tool Technology 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 Machine Tool Technology Program?**

The Machine Tool 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 [Machine Tool 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](#) [+]

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# CNC & Machine Tool Technology

## Diploma Program

### CAM2

Updated: 5/06/2015  
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)
- MATH 1012 *Foundations of Mathematics* (3)
- EMPL 1000 *Interpersonal Relations* (2)

### Program-Specific Core – Total of 45 Hours

- MCHT 1011 *Intro to Machine Tool* (4)
- MCHT 1012 *Blueprint for Machine Tool* (3)
- MCHT 1020 *Heat Treatment/Surface Grind* (3)
- MCHT 1120 *Mill Operations I* (3)
- AMCA 2110 *CNC Fundamentals* (3)
- AMCA 2130 *CNC Mill Manual Programming* (5)
- AMCA 2150 *CNC Lathe Manual Programming* (5)
- AMCA 2190 *CAD/CAM Programming* (4)
- MCHT 1119 *Lathe Operations I* (3)
- MCHT 1219 *Lathe Operations II* (3)
- MCHT 1220 *Mill Operations II* (3)
- 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)
- IDSY 1130 *Industrial Wiring* (4)
- MGMT 1100 *Principles of Management* (3)
- MKTG 1100 *Principles of Marketing* (3)
- WELD 1000 *Intro to Welding Technology* (3)

**Total: 53 Hours**

# 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: Oakwood

#### 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](#)

# CNC Specialist Certificate Program CS51

## Curriculum

### Program-Specific Core – Total of 20 Hours

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

### Total: 20 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 Machine Tool Technology degree or diploma program or have three to five years documented experience at the machinist level.

### Program Length & Availability

2 Semesters

Campus Availability: Oakwood

### 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](#)

# CNC Technology

## Diploma Program

### CT12

Updated: 1/09/2017  
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)  
MATH 1012 *Foundations of Mathematics* (3)  
EMPL 1000 *Interpersonal Relations* (2)

### Program-Specific Core – Total of 42 Hours

MCHT 1011 *Intro to Machine Tool* (4)  
MCHT 1012 *Blueprint for Machine Tool* (3)  
MCHT 1020 *Heat Treatment/Surface Grind* (3)  
MCHT 1119 *Lathe Operations I* (3)  
MCHT 1120 *Mill Operations I* (3)  
AMCA 2110 *CNC Fundamentals* (3)  
AMCA 2130 *CNC Mill Manual Programming* (5)  
AMCA 2150 *CNC Lathe Manual Programming* (5)  
AMCA 2190 *CAD/CAM Programming* (4)

MCHT 1013 *Machine Tool Math* (3) - OR -  
{ MATH 1013 *Algebraic Concepts* (3)  
MATH 1015 *Geometry & Trigonometry* (3) } BOTH

### 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)  
IDSY 1130 *Industrial Wiring* (4)  
MGMT 1100 *Principles of Management* (3)  
MKTG 1100 *Principles of Marketing* (3)  
WELD 1000 *Intro to Welding Technology* (3)

**Total: 50 Hours**



# 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: Oakwood

#### 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](#)

# Lathe Operator Certificate Program LP11

## Curriculum

### Program-Specific Core – Total of 13 Hours

- MCHT 1011 *Intro to Machine Tool (4)*
- MCHT 1012 *Blueprint for Machine Tool (3)*
- MCHT 1119 *Lathe Operations I (3)*
- MCHT 1219 *Lathe Operations II (3)*

### Total: 13 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: Oakwood

### 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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# Machine Tool Technology

## 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)  
SOC 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

ENGL 2110 *World Literature* (3)  
ENGL 2130 *American Literature* (3)  
HUMN 1101 *Introduction to Humanities* (3)  
MUSC 1101 *Music Appreciation* (3)

### General Education Core Elective – Choose 3 Hours

### Program-Specific Core – Total of 42 Hours

MCHT 1011 *Intro to Machine Tool* (4)  
MCHT 1012 *Blueprint for Machine Tool* (3)  
MCHT 1020 *Heat Treatment/Surface Grind* (3)

MCHT 1013 *Machine Tool Math* (3) - OR -  
{ MATH 1013 *Algebraic Concepts* (3)  
MATH 1015 *Geometry & Trigonometry* (3) } BOTH

MCHT 1119 *Lathe Operations I* (3)  
MCHT 1120 *Mill Operations I* (3)  
MCHT 1219 *Lathe Operations II* (3)  
MCHT 1220 *Mill Operations II* (3)  
AMCA 2110 *CNC Fundamentals* (3)  
AMCA 2130 *CNC Mill Manual Programming* (5)  
AMCA 2150 *CNC Lathe Manual Programming* (5)  
AMCA 2190 *CAD/CAM Programming* (4)

### Occupational-Related Elective – Choose 3 Hours

**Total: 60 Hours**

#### General Education Core Electives

BIOL 1111(L) <i>Biology I + Lab</i> (4)	MATH 1103 <i>Quant. Skills/Reason</i> (3)
BIOL 2113(L) <i>Human A&amp;P I + Lab</i> (4)	MATH 1111 <i>College Algebra</i> (3)
BIOL 2114(L) <i>Human A&amp;P II + Lab</i> (4)	MATH 1112 <i>College Trig</i> (3)
ECON 1101 <i>Principles of Economics</i> (3)	MATH 1113 <i>Precalculus</i> (3)
ECON 2105 <i>Macroeconomics</i> (3)	MATH 1127 <i>Intro to Statistics</i> (3)
ECON 2106 <i>Microeconomics</i> (3)	MATH 1131 <i>Calculus I</i> (4)
ENGL 1102 <i>Literature &amp; Comp.</i> (3)	MUSC 1101 <i>Music Apprec.</i> (3)
ENGL 2110 <i>World Literature</i> (3)	PHYS 1110(L) <i>Conc. Phys + Lab</i> (4)
ENGL 2130 <i>American Literature</i> (3)	POLS 1101 <i>American Govt.</i> (3)
HIST 1111 <i>World History I</i> (3)	POLS 2401 <i>Global Issues</i> (3)
HIST 1112 <i>World History II</i> (3)	PSYC 1101 <i>Intro Psychology</i> (3)
HIST 2111 <i>US History I</i> (3)	PSYC 2103 <i>Human Develop.</i> (3)
HIST 2112 <i>US History II</i> (3)	SOCI 1101 <i>Intro to Sociology</i> (3)
HUMN 1101 <i>Intro to Humanities</i> (3)	SPAN 1101 <i>Intro to Spanish</i> (3)
MATH 1101 <i>Math Modeling</i> (3)	SPCH 1101 <i>Public Speaking</i> (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)  
IDSY 1130 *Industrial Wiring* (4)  
MGMT 1100 *Principles of Management* (3)  
MKTG 1100 *Principles of Marketing* (3)  
WELD 1000 *Intro to Welding Technology* (3)

# Machine Tool Technology

## Degree Program

### MT13

#### Program Description

The Machine Tool Technology 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 Machine Tool Technology 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: Oakwood

#### 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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# Machine Tool Technology

## Diploma Program

### MTT2

Updated: 5/06/2015  
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)
- MATH 1012 *Foundations of Mathematics* (3)
- EMPL 1000 *Interpersonal Relations* (2)

### Program-Specific Core – Total of 28 Hours

- MCHT 1011 *Intro to Machine Tool* (4)
- MCHT 1012 *Blueprint for Machine Tool* (3)
- MCHT 1020 *Heat Treatment/Surface Grind* (3)
- MCHT 1119 *Lathe Operations I* (3)
- MCHT 1120 *Mill Operations I* (3)
- AMCA 2110 *CNC Fundamentals* (3)
- MCHT 1219 *Lathe Operations II* (3)
- MCHT 1220 *Mill Operations II* (3)

MCHT 1013 *Machine Tool Math* (3) - OR -

- { MATH 1013 *Algebraic Concepts* (3)
- { MATH 1015 *Geometry & Trigonometry* (3) } BOTH

### 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)
- IDSY 1130 *Industrial Wiring* (4)
- MGMT 1100 *Principles of Management* (3)
- MKTG 1100 *Principles of Marketing* (3)
- WELD 1000 *Intro to Welding Technology* (3)

**Total: 42 Hours**

# Machine Tool Technology

## Diploma Program

### MTT2

#### Program Description

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

#### 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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# Mill Operator Certificate Program MP11

## Curriculum

### Program-Specific Core – Total of 13 Hours

- MCHT 1011 *Intro to Machine Tool (4)*
- MCHT 1012 *Blueprint for Machine Tool (3)*
- MCHT 1120 *Mill Operations I (3)*
- MCHT 1220 *Mill Operations II (3)*

### Total: 13 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: Oakwood

### 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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## Mechatronics Technology

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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](#)

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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# Mechatronics Technology

## Degree Program

### MT23

Updated: 06/30/2016  
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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

#### Program-Specific Core – Total of 41 Hours

ELCR 1030 *Solid State Devices* (5)

IDSY 1101 *DC Circuit Analysis* (3)

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 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

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

#### 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* (3)

WELD 1010 *Oxyfuel Cutting* (3)

**Total: 62 Hours**

# 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.

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# Mechatronics Technology

## Diploma Program

### MTD2

Updated: 6/30/2016  
Effective Term: 201712

[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 41 Hours

ELCR 1030 *Solid State Devices* (5)

IDSY 1101 *DC Circuit Analysis* (3)

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 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: 49 Hours**



# 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](#)

# Mechatronics Technician Certificate Program MT21

Updated: 6/30/2016  
Effective Term: 201712

## Curriculum

### Program-Specific Core – Total of 15 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.

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## Medical Assisting

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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](http://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](http://www.caahep.org). Lanier Technical College does not accept credit for experiential learning.

### Additional Requirements

- Students will be required to complete all core classes (ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, ALHS 1011, and ALHS 1090) complete all core courses with a grade of C or better and a minimum GPA of 2.5 prior to beginning Medical Assisting courses. 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. Students must also undergo a drug screen before performing their clinical hours. Costs for the drug screen are \$20-\$50 per student. Any student completing externship during the months October to March will be required to obtain a flu vaccination.

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 Oakwood, Forsyth, or Winder-Barrow Campus.

### Program Requirements

Degree Level

[Medical Assisting Degree](#)

Diploma Level:

[Medical Assisting Diploma](#)

Certificate Level:

[Phlebotomy Technician Certificate](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)

Degree Level

[Medical Assisting Degree](#)

Diploma Level:

[Medical Assisting Diploma](#)

Certificate Level:

[Phlebotomy Technician Certificate](#)

### 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, hospitals, nursing homes, public health departments 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 only at the Oakwood, Forsyth and Winder campuses.

**Is certification offered?**

Upon completion of the Medical Assisting program, students are able to take the Certified Medical Assisting examination with the American Association of Medical Assistants 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 5 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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# Medical Assisting Degree Program MA23

[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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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)\*

#### 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 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 2103 *Human Develop.* (3)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

### Total: 63 Hours

\*Core, BIOL, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST coursework.



# 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.

Core, BIOL, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST courses. 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

6 Semesters

Campus Availability: Oakwood, 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](#)

# Medical Assisting Diploma Program MA22

Updated: 9/30/2015  
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)
- 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

\*Core, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST coursework.

# 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.

Core, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST courses.

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 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

5 Semesters

Campus Availability: Oakwood, 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](#)

# Phlebotomy Technician 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

### 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.

### 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: Oakwood, 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 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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## Motorsports Vehicle Technology

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### 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](#)

[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.

### **Additional Information on the [Motorsports Vehicle 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](#) [+]**

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# Motorsports Chassis Technician

## Certificate Program

### MCB1

Updated: 5/06/2015  
Effective Term: 201516

## 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* (3)

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: Oakwood

### 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](#)

# Motorsports Engine Builder

## 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: Oakwood

### 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](#)

# Motorsports Fabrication Technician Certificate Program MFT1

Updated: 5/06/2015  
Effective Term: 201516

## 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* (3)

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: Oakwood

### 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](#)

# Motorsports Vehicle Technology

## Degree Program

### MVT3

[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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### Program-Specific Core – Total of 46 Hours

COMP 1000 *Introduction to Computers* (3)

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* (3)

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)

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)

### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

**Total: 61 Hours**

# 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: Oakwood

#### 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](#)

# Motorsports Vehicle Technology

## Diploma Program

### MVT2

Updated: 5/06/2015  
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)
- MATH 1012 *Foundations of Mathematics* (3)

### Program-Specific Core – Total of 46 Hours

- COMP 1000 *Introduction to Computers* (3)
- 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* (3)
  
- 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)
  
- 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: 54 Hours**



# 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: Oakwood

#### 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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## Paramedicine

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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.

### **Additional Entrance Requirements for the EMS Professions Diploma:**

All students entering the EMS Professions Diploma must complete all Learning Support, Basic Skills (ENGL 1010, MATH 1012,) ALHS 1011, and ALHS 1090 prior to beginning the EMS courses. 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



[EMS Profession - General Info](#)  
[Program Start Dates](#)

certification examination and apply for Georgia licensure as an EMT. Criminal background checks are required based on the requirements for participation in clinical experiences. **Note: Students entering this certificate program must complete ALHS 1011 (Structure and Function of the Human Body) and ALHS 1090 (Medical Terminology) prior to enrolling in any EMSP course.**

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. **Note: Students entering this certificate program must complete ALHS 1011 (Anatomy and Physiology) and ALHS 1090 (Medical Terminology) prior to enrolling in any EMSP course.**

#### **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. **Note: Students entering this certificate program must complete ALHS 1011 (Structure and Function of the Human Body) and ALHS 1090 (Medical Terminology) prior to enrolling in any EMSP course.**

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 Requirements 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.)

Students must also have completed:

Pre-requisite Course:

- ALHS 1011 - Structure and Function of the Human Body
  - o (BIOL 2113 with Lab (A&P I) AND BIOL 2114 with Lab (A&P II) may be used in place of ALHS 1011).

Pre/Co-requisite Courses:

- ENGL 1010 – Fundamentals of English
  - MATH 1012 – Foundations of Mathematics
  - PSYC 1010 – Basic Psychology
- o 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](#)

### 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?

**Oakwood and Forsyth-** EMT courses start Spring Semester (January)



2015. **Paramedic program is only taught on the Oakwood campus.** Both EMT and Paramedic programs require pre-requisite courses, which must be completed before beginning EMSP courses. The next Paramedic courses will start Fall Semester 2014 (August.) Next year's class will begin Spring Semester (January) 2016. 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?**

**Oakwood Paramedic** - Mon-Thurs 9AM-6PM (on a shift friendly schedule)  
**Oakwood EMT** - Two nights per week 6PM-10:30 PM  
**Forsyth EMT** - Two days per week 10AM-3:30 PM

**Where are clinicals held?**

Northeast Georgia Health System, AMR-DeKalb, Gwinnett Fire & EMS, Habersham County EMS, Hall County Fire & EMS, National EMS, CHOA, Longstreet Clinic, Rural Metro Ambulance, Walton County EMS, and White County EMS.

**When are clinicals?**

It varies depending on the clinical site and the course. Most EMS clinicals are day shift.

**Who do I contact if I have questions that have not been answered by this FAQ or on the Lanier Technical College website?**

Program Director - Sam Stone [ssstone@laniertech.edu](mailto:ssstone@laniertech.edu)

**What courses would I need to complete to get my Associates Degree from Lanier Technical College?**

<http://www.laniertech.edu/AcademicPrograms/flyers/s-248.pdf>

**What courses would I need to complete to get my Associates Degree from Gainesville College?**

<http://www.gsc.edu/admin/advising/coopdegrees.htm>

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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# Advanced Emergency Medical Technician 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. ALHS 1011 and ALHS 1090 must be completed before taking any EMSP courses.

### 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: Oakwood, 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 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](#)



# Emergency Medical Technician 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. ALHS 1011 and ALHS 1090 must be completed before taking any EMSP courses.

#### 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: 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](#)

# EMS Professions

## Diploma Program

### EP12

Updated: 9/30/2015  
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 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**

# 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. ALHS 1011 and ALHS 1090 must be completed prior to beginning EMSP courses. All students will be initially admitted into the EMS Professions diploma. Once they have completed 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: Oakwood, 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](#)



# Paramedicine

## Degree Program

### PT13

[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

ENGL 2110 *World Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

ENGL 2130 *American Literature* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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**

### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

# 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: 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](#)



# Paramedicine

## Diploma Program

### PT12

Updated: 5/06/2015  
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**

# 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. ALHS 1011 and ALHS 1090 must be taken before taking any EMSP course. EMSP 2110 must also 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 5<sup>th</sup> 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: 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.

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# Pharmacy Assistant 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: Oakwood

#### 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](#)

# Pharmacy Technology

## Diploma Program

### PT22

Updated: 5/06/2015  
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)
- 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**

# 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: Oakwood

#### Admissions Requirements

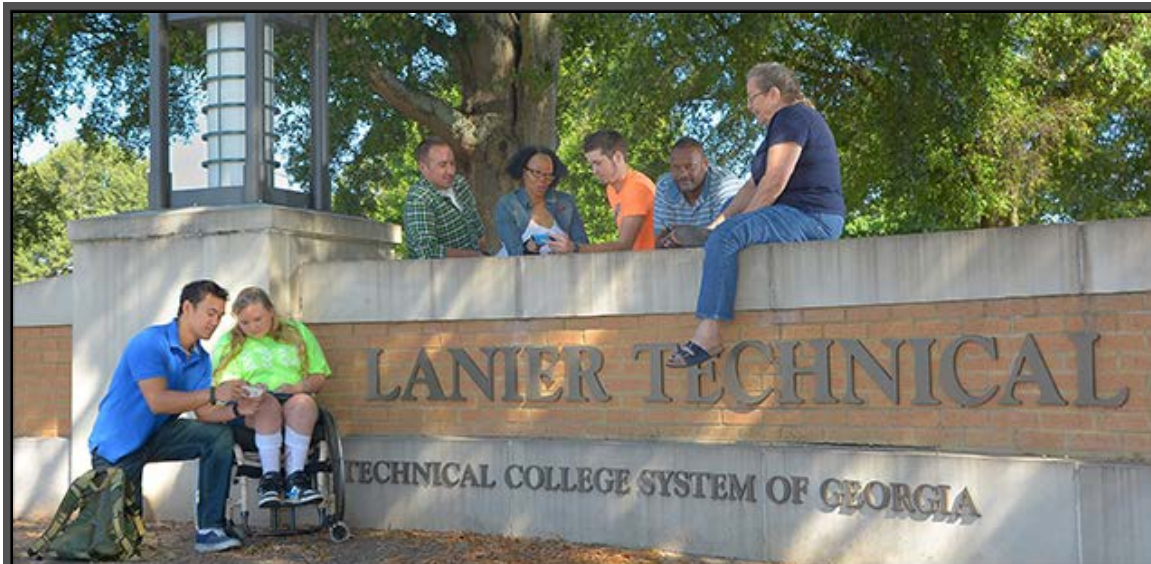
- Must be 16 years of age.
- High school diploma or GED is required prior to admission.  
*(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)*
- ACCUPLACER Testing, or submit SAT, ACT, CPE, COMPASS, or ASSET test scores.

#### 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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## 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.

### 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,



### Admissions

[Admission Process](#)

[Admission Points](#)

### Essential Skills

[TEAS Information Sheet](#)

[PTA Observation Form](#)

[PTA Student and Clinical Education Handbook](#)

[FAQ's](#)

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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](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).



### 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

- 2016 Matriculation rate: 94%
- 2016 Graduation rate: 94%
- 2016 National Board Examination Pass Rate: 94%
- 2016 Employment Rate: 100%

### Program Requirements

Degree Level

[Physical Therapist Assistant Degree](#)

## Sample Graduation Plans

[Frequently Asked Questions](#)

Degree Level

[Physical Therapist Assistant Degree](#)

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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# Physical Therapist Assistant

## 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

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 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**

# 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 Fall 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](mailto: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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## Practical Nursing

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**\*\* Effective SPRING 2016: The Residential Care Technician Diploma and Geriatric Care Assistant Certificate are currently being phased out. \*\***

\*\*NLN Exam is no longer used as a tool for selection in the Practical Nursing Program beginning with Summer Semester 2017 class. The ATI TEAS Exam will be replacing the NLN Exam. \*\*

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 1060

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 ALHS1060 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



Oakwood 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 selective application for the Practical Nursing form must be submitted to Gail Adam – Oakwood Campus or Susan Amos – Forsyth Campus each time admission to program is requested. The application must be completed by the first week of the semester prior to desire semester of admission. 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 ALHS1060 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 Oakwood 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).

**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 20 ranked students will be selected for Oakwood 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 other semester (Summer Semester in the odd years; spring and fall in the even years). Only students that have all pre-requisites completed will be considered for selection.

### **Program Requirements**



Diploma Level:

[Practical Nursing Diploma](#)  
[Residential Care Technician Diploma](#)

Certificate Level:

[Geriatric Care Assistant Certificate](#)  
[Nurse Aide Certificate](#)

## Sample Graduation Plans

[Frequently Asked Questions](#)

Diploma Level:

[Practical Nursing Diploma](#)

Certificate Level:

[Nurse Aide Certificate](#)

## Frequently Asked Questions

### 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](http://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?

Summer Semester in the odd years; spring and fall in the even years.

### 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.

**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:

Oakwood Campus:

Gail Adam - 770-533-6926

Gail Forrester - 770-533-6941

Allison Evans - 770-533-6940

Forsyth Campus:

Susan Amos 678-341-6602

Deborah Rigby 678-341-6632

Eileen MacDonald 678-341-6625

**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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# Geriatric Care Assistant Certificate Program GC51

## Curriculum

### Program-Specific Core – Total of 15 Hours

- ALHS 1060 *Diet & Nutrition for ALHS* (2)
- ALHS 1090 *Medical Terminology* (2)
- GERT 1000 *Understanding Geriatric Client* (2)
- GERT 1020 *Behavioral Aspects of Aging* (2)
- GERT 1030 *Gerontological Nutrition* (1)
- NAST 1100 *Nurse Aid Fundamentals* (6)

### Total: 15 Hours

#### Program Description

The Geriatric Care Assistant technical certificate of credit provides the basic knowledge and skills needed to qualify employment as a nurse aide in nursing homes, elder personal care homes, and home healthcare agencies. The certificate emphasizes geriatric patient care, CPR, and first aid. Students successfully completing the certificate are eligible to be placed on the State Registry for nurse aides.

#### Program Specific Information

Students are accepted each semester based on space and course availability.

**Physical Requirements:** This job requires good physical and mental health. Physical activities may include lifting, rotating, and assisting residents who are partially or totally dependent for moving about. Other physical requirements of the Geriatric Care Assistant include stooping, bending, standing, and walking most of an eight hour shift. The Geriatric Care Assistant must be willing and able to work a flexible shift.

#### Program Length & Availability

1 Semester

Campus Availability: Oakwood, Jackson

#### 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](#)

# Nurse Aide 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.

### Program Length & Availability

2 Semesters

Campus Availability: Oakwood, Forsyth, Jackson, Barrow, Dawson

### 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](#)

# Practical Nursing

## Diploma Program

### PN12

Updated: 5/06/2015  
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 48 Hours

- ALHS 1011 *Structure/Function-Human Body* (5)
- ALHS 1060 *Diet & Nutrition for ALHS* (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**

# 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, including TEAS testing, employment/education references, CPR certification, and successful completion of core courses, is used to select students for the program.

#### Program Length & Availability

5 Semesters

Campus Availability: Oakwood, 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](#)



# Residential Care Technician

## Diploma Program

### ECT2

Updated: 5/06/2015  
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)

MATH 1012 *Foundations of Mathematics* (3)

PSYC 1010 *Basic Psychology* (3) - OR -

EMPL 1000 *Interpersonal Relations* (2)

### Program-Specific Core – Total of 29 Hours

ALHS 1011 *Structure/Function-Human Body* (5)

ALHS 1040 *Introduction to Healthcare* (3)

ALHS 1060 *Diet & Nutrition for ALHS* (2)

ALHS 1090 *Medical Terminology* (2)

ALHS 1180 *Cultural Diversity & Health* (3)

COMP 1000 *Introduction to Computers* (3)

NAST 1100 *Nurse Aid Fundamentals* (6)

GERT 1000 *Understanding Geriatric Client* (2)

GERT 1020 *Behavioral Aspects of Aging* (2)

GERT 1030 *Gerontological Nutrition* (1)

### Choose a Specialization – Total of 8 Hours

#### Phlebotomy Specialization

PHLT 1030 *Introduction to Venipuncture* (3)

PHLT 1050 *Clinical Practice* (5)

#### Residential Care Specialization

RCAT 1000 *Residential Care Fundamentals* (3)

RCAT 1030 *Residential Care Procedure* (5)

**Total: 45 Hours**

# Residential Care Technician

## Diploma Program

### ECT2

#### Program Description

The Residential Care Technician diploma provides the basic knowledge and skills needed to qualify for employment as a healthcare technician in nursing homes, elder personal care homes, assisted living facilities, hospice centers, residential care facilities, and home healthcare agencies. It emphasizes geriatric patient care, CPR, and first aid and gives students the option of specializing in residential care or phlebotomy.

#### Program Specific Information

Students are accepted each semester based on space and course availability.

#### Program Length & Availability

4 Semesters

Campus Availability: Oakwood, Jackson

#### 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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## Radiologic Technology

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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.**

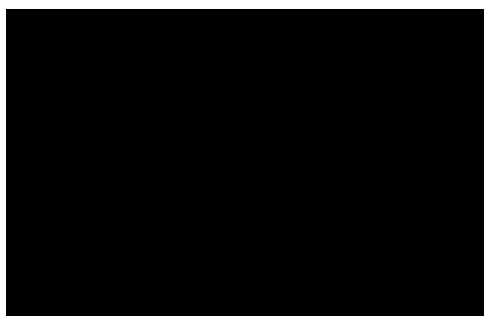
Student Learning Outcomes:

Students will recognize setup discrepancies.



[Rad Tech Application/Information Session](#)

[TEAS VI Test Information Sheet](#)



Students will produce diagnostically acceptable images.

#### 4. Goal: Students will model professionalism.

Student Learning Outcomes:

- Students will demonstrate work ethics.
- Students will ensure patient safety.

Demonstration of students performing a trauma protocol.

**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](http://www.jrcert.org) [mail@jrcert.org](mailto: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 Office of Academic Affairs 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
- Total 100%

#### Tally Sheet

**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](#)

#### Sample Graduation Plans

[Frequently Asked Questions](#)

Degree Level

[Radiologic Technology Degree](#)

#### 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 7am 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.rrt.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 their feet over 90% of the time.

Students must be cleared by a physician to attend clinical and have all immunizations up to date.

#### **What pre-requisite and core classes do I need to complete before the competitive selection process?**

The due date for the 8 pre-requisite classes (listed below) to be considered for competitive selection is May 20. 1. ENGL 1101. 2. Choose one: PSYC 1101, SOCI 1101, HIST 2112, ECON 1101, ECON 2105 or ECON 2106 (see program flyer for more class options). 3. Choose one: MATH 1101 or MATH 1111. 4. Choose one: ENGL 2110, ENGL 2130, HUMN 1101 or MUSC 1101. 5. Choose one: General Core Elective from Area II, III or IV (see program flyer for more class options). 6. BIOL 2113 and BIOL 2113L. 7. BIOL 2114 and BIOL 2114L. 8. ALHS 1090. Total: 8 Classes

#### **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](mailto: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 at the following days/times at the Oakwood Campus Lecture Hall Room 301. 2017 Date Time  
Wednesday, February 22 9:00am Wednesday, March 15 2:00pm Wednesday,  
March 29 9:00am Wednesday, April 12 2:00pm Monday, April 17 5:00pm

**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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# Radiologic Technology

## Degree Program

### RT23

Updated: 3/16/2016  
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 1111 *College Algebra* (3)

#### Area IV – Humanities/Fine Arts – Choose 3 Hours

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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)

#### 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 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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

**Total: 77 Hours**

# 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. Walker Dr., Suite 2850, Chicago, Illinois 60606-3182, Phone (312) 704-5300. Lanier Technical College proudly announces that the accreditation of its Radiologic Technology Program has been renewed for a period of eight years (the maximum length the JRCERT awards).

#### Program Length & Availability

6 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](#)



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## Surgical Technology

[Course Schedule](#) | [Financial Aid](#) | [Tuition](#)

**In order to comply with mandates from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Lanier Technical College is phasing out the Surgical Technology diploma. After spring semester 2019, we will offer the Surgical Technology degree only.**

**If your major is Healthcare Assistant/ Surgical Technology Diploma, you will have two more opportunities to apply for selective admission to the Surgical Technology program.**

**Those opportunities are fall semester 2017 and summer semester 2018.**

**If you have not gained admission into the Surgical Technology program by summer semester 2018, and you still wish to enter the program, you will have to do so under the Healthcare Science/Surgical Technology Degree major with the corresponding core classes.**

**Effective immediately, no new students will be admitted into the Healthcare Assistant/Surgical Technology Diploma major.**

The Surgical Technology program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology Degree & Diploma 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 or diploma 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 100% pass rate for the certification exam on its 2015 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. To enter the diploma program, students must complete ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010, or MATH 1013. The degree program requires additional higher level 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 JULY 15, 2017 TO BE CONSIDERED FOR THE FALL 2017 SEMESTER. STUDENTS WILL NOT BE CONSIDERED FOR SELECTION UNLESS THIS FORM IS 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](#)

Diploma Level:  
[Surgical Technology Diploma](#)

## Sample Graduation Plans

### [Frequently Asked Questions](#)

Degree Level

[Surgical Technology Degree](#)

Diploma Level:

[Surgical Technology Diploma](#)

## 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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# Surgical Technology

## Degree Program

### ST13

Updated: 3/16/2016  
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

ENGL 2110 *World Literature* (3)

ENGL 2130 *American Literature* (3)

HUMN 1101 *Introduction to Humanities* (3)

MUSC 1101 *Music Appreciation* (3)

#### General Education Core Elective – Choose 3 Hours

### 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**

#### General Education Core Electives

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)

SOCI 1101 *Intro to Sociology* (3)

SPAN 1101 *Intro to Spanish* (3)

SPCH 1101 *Public Speaking* (3)

# 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: 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](#)

# Surgical Technology

## Diploma Program

### ST12

Updated: 5/06/2015  
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 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**

# 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](#)

# Early Childhood Care & Education

## Diploma Program

### ECC2

Updated: 5/06/2015  
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)

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 2240 *ECCE Internship* (12)

**Total: 53 Hours**

# 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 and COMP 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: Oakwood, 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](#)



# Early Childhood Program Administration

## 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: 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.

# Infant & Toddler Child Care Specialist Certificate Program IC31

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, 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.

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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!**

**[See TV personality, Mike Rowe, on the need for Skilled Trades](#)**

**[Click here to learn more about Go Build Georgia](#)**

### 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](#)

### 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 Contractor.

**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

## Diploma Program

### ES12

Updated: 8/20/2015  
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 25 Hours

- IDFC 1007 *Industrial Safety Procedures* (2)
- IDFC 1011 *Direct Current I* (3) - OR -
- IDSY 1101 *DC Circuit Analysis* (3)
- ELTR 1020 *Electrical Systems Basics I* (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

### 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)

#### 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 1525 *Photovoltaic Systems* (5)
- ELTR 1530 *Conduit Sizing* (2)
- ELTR 1540 *Wire Pulling & Codes* (3)

**Total: 43 Hours**



# 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](#)

# Residential Wiring Technician

## Certificate Program

### RW21

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 16 Hours

IDFC 1007 *Industrial Safety Procedures* (2)  
ELTR 1060 *Elect Prints Schematics Sys* (2)

IDFC 1011 *Direct Current I* (3) - OR -  
IDSY 1101 *DC Circuit Analysis* (3)

ELTR 1020 *Electrical Systems Basics I* (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.

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## Electrical Utility Technology

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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](#)



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.

## 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 energized 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 available 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** [+]

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# Electrical Utility Technician Certificate Program EU11

Updated: 5/06/2015  
Effective Term: 201516

## 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 *Electrical Systems Basics I (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: 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](#)



# Electrical Utility Technology

## Degree Program

### EU13

Updated: 5/06/2015  
Effective Term: 201516

[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

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) - OR -

IDSY 1101 *DC Circuit Analysis* (3)

ELTR 1020 *Electrical Systems Basics I* (3) - OR -

IDFC 1012 *Alternating Current I* (3) - OR -

IDSY 1105 *AC Circuit Analysis* (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 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* (3)

**Total: 70 Hours**

# 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: 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](#)

# Electrical Utility Technology

## Diploma Program

### EU14

Updated: 9/30/2015  
Effective Term: 201614

[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) - OR -
- IDSY 1101 *DC Circuit Analysis* (3)
- ELTR 1020 *Electrical Systems Basics I* (3) - OR -
- IDFC 1012 *Alternating Current I* (3) - OR -
- IDSY 1105 *AC Circuit Analysis* (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

#### 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 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* (3)

**Total: 59 Hours**

# 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: 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.

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## Emergency Management

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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 from 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](#)

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Click (+) on the following topics for more information:

**[Significant Points](#)** [+]

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# Emergency Management

## Degree Program

### EM13

Updated: 5/06/2015  
Effective Term: 201516

[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)  
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)  
SOC 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

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 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)  
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)  
EMYT 2212 *Developing Comm. Resources* (3)  
EMYT 2214 *Mod. Emergency Resp. Rad. Training* (3)

**Total: 60 Hours**

# 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

#### 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](#)

# Emergency Management

## Diploma Program

### EM12

Updated: 5/06/2015  
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)
- 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)
- 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)
- EMYT 2212 *Developing Comm. Resources* (3)
- EMYT 2214 *Mod. Emergency Resp. Rad. Training* (3)

**Total: 50 Hours**

# 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

#### 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.

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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](#)

### Sample Graduation Plans

[Frequently Asked Questions](#)



Degree Level  
[Engineering Technology Degree](#)

Click (+) on the following topics for more information:

**Significant Points** [+]

**Program Instructors** [+]

**Nature of the Work** [+]

**Work Environment** [+]

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# Engineering Technology

## Degree Program

### ET33

Updated: 12/09/2015  
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 -

MATH 1132 *Calculus II* (4)

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)

ECET 2120 *Electronic Circuits I* (4)

**Total: 64 Hours**

#### Industrial Engineering Specialization -

CIST 2361 *C++ Programming I* (4)

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: 66 Hours**

#### Occupational-Related Electives

IDSY 1020 *Print Reading/Problem Solving* (3)

IDSY 1160 *Mechanical Laws/Principles* (4)

IDSY 1240 *Maintenance for Reliability* (4)

#### Mechanical Engineering Specialization -

CIST 2361 *C++ Programming I* (4)

MEGT 1010 *Manufacturing Processes* (3)

MEGT 1321 *Machining & Welding* (2)

MATH 1132 *Calculus II* (4)

DFTG 2020 *Visualization & Graphics* (3)

ENGL 2130 *American Literature* (3)

ENGT 1000 *Intro to Engineering Tech* (3)

**Total: 63 Hours**

# 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: Oakwood

#### 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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## Welding and Joining Technology

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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

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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](#)

### 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](#)** [+]

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# Advanced Shielded Metal Arc Welder Certificate Program OSM1

Updated: 5/06/2015  
Effective Term: 201516

## 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: Oakwood, 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](#)



# Basic Metal Fabricator

## Certificate Program

### BM21

## Curriculum

### Program-Specific Core – Total of 10 Hours

MCHT 1011 *Intro to Machine Tool* (4)

WELD 1000 *Intro to Welding Technology* (3)

WELD 1151 *Fabrication Process* (3) - OR -

MSVT 1050 *Fabrication Techniques* (6)

### Total: 10 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: Oakwood

### 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](#)

# Basic Shielded Metal Arc Welder

## Certificate Program

### FS31

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 10 Hours

- WELD 1000 *Intro to Welding Technology (3)*
- WELD 1010 *Oxyfuel Cutting (3)*
- WELD 1040 *Flat Shielded Metal Arc Weld (4)*

### Total: 10 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: Oakwood, Barrow, Dawson

### 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](#)

# Gas Metal Arc Welder Certificate Program GM31

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 10 Hours

- WELD 1000 *Intro to Welding Technology* (3)
- WELD 1010 *Oxyfuel Cutting* (3)
- WELD 1090 *Gas Metal Arc Welding* (4)

### Occupational-Related Elective – Choose 3 Hours

**Total: 13 Hours**

#### Occupational-Related Electives

- WELD 1030 *Blueprint Reading for WELD* (3)
- WELD 1040 *Flat Shielded Metal Arc Weld* (4)
- WELD 1110 *Gas Tungsten Arc Welding* (4)
- WELD 1150 *Adv Gas Tungsten Arc Weld* (3)
- WELD 1151 *Fabrication Process* (3)
- WELD 1152 *Pipe Welding* (3)
- WELD 1153 *Flux Cored Arc Welding* (4)
- WELD 1154 *Plasma Cutting* (3)
- WELD 1156 *Ornamental Iron Works* (3)
- WELD 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: Oakwood, 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](#)

# Gas Tungsten Arc Welder Certificate Program GTA1

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 10 Hours

- WELD 1000 *Intro to Welding Technology* (3)
- WELD 1010 *Oxyfuel Cutting* (3)
- WELD 1110 *Gas Tungsten Arc Welding* (4)

### Occupational-Related Elective – Choose 3 Hours

**Total: 13 Hours**

#### Occupational-Related Electives

- WELD 1030 *Blueprint Reading for WELD* (3)
- WELD 1040 *Flat Shielded Metal Arc Weld* (4)
- WELD 1150 *Adv Gas Tungsten Arc Weld* (3)
- WELD 1151 *Fabrication Process* (3)
- WELD 1152 *Pipe Welding* (3)
- WELD 1153 *Flux Cored Arc Welding* (4)
- WELD 1154 *Plasma Cutting* (3)
- WELD 1156 *Ornamental Iron Works* (3)
- WELD 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: Oakwood, 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](#)

# Ornamental Iron Fabricator

## Certificate Program

### OI21

Updated: 5/06/2015  
Effective Term: 201516

## Curriculum

### Program-Specific Core – Total of 12 Hours

- WELD 1000 *Intro to Welding Technology (3)*
- WELD 1010 *Oxyfuel Cutting (3)*
- WELD 1154 *Plasma Cutting (3)*
- WELD 1156 *Ornamental Iron Works (3)*

### 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: Oakwood

#### 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](#)

# Welding and Joining Technology

## Diploma Program

### WAJ2

Updated: 7/21/2015  
Effective Term: 201612

[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 39 Hours

- WELD 1000 *Intro to Welding Technology* (3)
- WELD 1010 *Oxyfuel Cutting* (3)
- WELD 1030 *Blueprint Reading for WELD* (3)
- 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* (3)

### Occupational-Related Elective – Choose 6 Hours

#### Occupational-Related Electives

- COMP 1000 *Introduction to Computers* (3)
- WELD 1150 *Adv Gas Tungsten Arc Weld* (3)
- WELD 1151 *Fabrication Process* (3)
- WELD 1152 *Pipe Welding* (3)
- WELD 1153 *Flux Cored Arc Welding* (4)
- WELD 1154 *Plasma Cutting* (3)
- WELD 1156 *Ornamental Iron Works* (3)
- WELD 1330 *Metal Welding/Cutting Tech* (2)
- WELD 1500 *Welding & Joining Internship* (3)

**Total: 50 Hours**



# 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: Oakwood, 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.

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  Winder-Barrow ✓    
  Dawson ✓

## REQUEST FOR TRANSIENT STATUS

**Transient Status Requirements:** 1) Student must be in good academic standing and have successfully completed a minimum of one term at Lanier Technical College 2) Transient course must be required for student's current program of study 3) Pre-Requisites for the course must be met 4) Advisor signature/approval required 5) Course grade must be a minimum of "C" for credit to be transferred back to Lanier Technical College

**-TRANSIENT STATUS CANNOT BE GRANTED FOR LEARNING SUPPORT COURSES-**

\_\_\_\_\_  
 Name Student ID Number

\_\_\_\_\_ Address

\_\_\_\_\_  
 City State Zip Telephone Number

\_\_\_\_\_  
 Date of Birth Email Address

\_\_\_\_\_  
 Transient Educational Institution (Host College) Semester

\_\_\_\_\_  
 Course Requested for Transient Status Credit Hours for the Course

Is this an online course?  Yes  No **If YES, you must apply through GVTC as well at: [www.gvtc.org](http://www.gvtc.org)**

\_\_\_\_\_  
 Program of Study  Degree ✓  Diploma ✓  Certificate ✓

Do you plan on taking any courses with Lanier Tech this semester?  Yes  No

\_\_\_\_\_  
 Student Signature Date of Request **\*Advisor Signature** Date of Approval

**\*It is the student's responsibility to receive Advisor approval. Emailed approval from the Advisor is acceptable.**

If Transient Status is denied, the student will be notified via email.

**-OFFICE USE ONLY-**

\_\_\_\_\_  
 Date Received 
 SHARQTC ✓  
 SGASTDN ✓
  
**REG**    PROV    DEV  
 Admit Type

**GS**    AP    AD  
 Academic Standing 
 \_\_\_\_\_  
 Pre-Requisite Courses (SCAPREQ)
  
**Yes**    No  
 Pre-Requisites Met

**Yes**    No  
 Course Required for Program 
 Approved    Denied  
 Request
  
 \_\_\_\_\_  
 Date Processed
  
 \_\_\_\_\_  
 Forwarded to FA




Lanier Tech named 2014 TCSG Technical College of the Year!

**MO** Math Multiplies Opportunities

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### Top Stories

- Download Lanier Tech's College Viewbook
- Download Lanier Tech's Student Resource Guide
- Lanier Tech's SkillsUSA at GeorgiaFirst Robotics Competition
- YOU'RE INVITED! CAMPUS VISITATION DAYS.
- 4th Annual LTC Foundation 5K presented by King's Hawaiian
- GENERAL EDUCATION ADJUNCT JOB FAIR
- Accounting students attend CPA Day at the Gold Dome
- Bridget Rigby is 2017 Lanier Tech Rick Perkins Award Winner
- Lauren Hockaday chosen as Lanier Tech's 2017 GOAL Winner
- Lanier Tech names Semi-finalists for GOAL Award
- Lanier Tech & Amerigroup hold diaper give-away day
- Lanier Tech holds Ammonia Awareness Hazmat training + video
- Industrial System Technology students now NIMS certified.

### Resources

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### Featured Programs



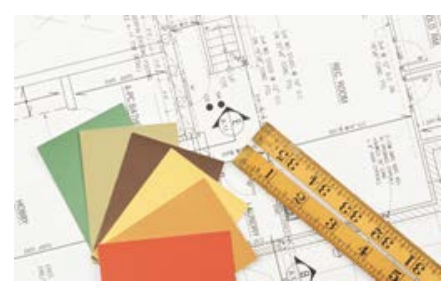
#### Pharmacy Technology

The Pharmacy Technology program 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.

**Click here** to learn more.

### Upcoming Events

[03/28/2017 - Tax Tips Lunch & Learn - Oakwood \[+\]](#)



#### Interiors

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; client presentations and business principles. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of interiors.

**[Click here](#)** to learn more.

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# IV.C LTC Academic Freedom Procedure

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*Adopted: June 2011*

*Modified: May 2013, April 2014, December 2014, January 14, 2014*

*Last Reviewed: January 14, 2015*

*Scope: Faculty and Students*

*Contact: Vice President of Academic Affairs*

*Owner: Vice President of Academic Affairs*

*References: TCSG Policy IV.C, TCSG Procedure III.M.1, TCSG Policy V.A.1*

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.

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 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.



Faculty who believe their academic freedom has been compromised should refer to TCSG Procedure III.M.1, while students should refer to TCSG Policy V.A.1

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## Work Ethics

[Logout](#)



### Work Ethics Login

**Note:** If you are having issues logging in, please contact 770-533-6923.

**Last Name:**

**Student ID:**

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## Commencement Ceremony Information

### 2017 Commencement Ceremony

Friday, May 5, 10:30 AM

Free Chapel • 3001 McEver Road • Gainesville

[Get Directions](#)

### A few words about the Commencement Facility, Free Chapel:

Free Chapel is a state-of-art-facility; their desire is to share the facility with the community. Free Chapel is a smoke-free environment, both indoors and outdoors. Please be aware of this and share this information with your guests. The smoke-free environment policy will be enforced.

### Are tickets required?

No, tickets are not required. Free Chapel offers us space enough to accommodate as many guests as you would like to invite.

### Who is eligible to participate?

Associate of Applied Science Degree, Diploma, and Technical Certificate of Credit students who complete their programs during Summer Semester 2016, Fall Semester 2016, or Spring Semester 2017 are eligible to participate.

### How do I register to participate in the ceremony?

You must fill out and submit the online [Spring 2017 Commencement Ceremony Registration Form](#) no later than Thursday, March 9, 2017.

### Mandatory Commencement Meeting - Cap and Gown Distribution

**Barrow** - Tuesday, April 11 6:00 PM

\*Jackson graduates also attend this meeting

**Forsyth** - Wednesday, April 12 6:00 PM

\*Dawson graduates also attend this meeting

**Oakwood** - Thursday, April 13 12:00 PM or 6:00 PM

### How do I know if I am eligible to participate?

An Application for Graduation must be completed by each potential graduate. For timing purposes, we have "deadlines" that are set two weeks from the beginning of Returning Student Registration each semester (see academic calendar). Students should apply for Graduation when they register for their anticipated last semester. This allows the Registrar's office time to process the request and notify the student of the results via email.

### **Is there a deadline to apply for Commencement?**

If you wish to participate in the 2017 Commencement Ceremony, your Application for Graduation must be received by the Registrar's Office no later than Thursday, March 9, 2017.

### **What does the \$35 Graduation Fee cover?**

The Graduation Fee helps cover the cost of the student cap, gown, and tassel, as well as rental fees for the facility. The actual cost incurred exceeds \$35. Additional funding for the Commencement Ceremony is provided by the Student Government Association and the Student Activity Fees you pay each semester.

### **When is the \$35 Graduation Fee due?**

The Graduation Fee is due no later than March 9, 2017. This will ensure your cap and gown order may be placed and received in time for the Ceremony. Payments can be made in BannerWeb, at any of our campuses, or you may pay by phone to the Business Office at 770-533-6909.

### **Do I need to attend Rehearsal?**

Because graduation will be held in the morning this year, we do not have a scheduled rehearsal. This means it is even more important that students attend one of the Mandatory Commencement Meetings scheduled in April.

### **How do I get information about Class Rings, Personalized Graduation Announcements, Graduation Accessories, and Collegiate Frames?**

A representative from Herff Jones will be at Lanier Tech on scheduled dates. Typically visits are made to the Oakwood and Forsyth Campuses in the Fall and Spring Semesters, and the Winder-Barrow Campus Spring Semester.

Campus Visits are scheduled for: TBA You may also visit the Herff Jones website to view items and place your order at: <http://www.herffjones.com/college/graduation/> (The site will open in early Spring 2017 to accept orders.)

### **What type of notification will graduates receive?**

Students who are eligible to participate in the ceremony will be contacted by email with information and a link to this page and the registration form.

A reminder post card is scheduled for mailing mid-March, 2017. This post card will include the schedule and locations for cap and gown pick-up.

### **Do you need special accommodations or assistance to participate in the ceremony? Do you have a guest who may need special accommodations?**

Individuals with disabilities requiring assistance or accommodation to participate in the Commencement Ceremony should contact Mallory Safley at 770-533-7003 or [msafley@laniertech.edu](mailto:msafley@laniertech.edu) no later than Monday, April 24, 2017.

Graduation is a very special time. We encourage you to enjoy your accomplishment, reflect on the time spent pursuing your degree, diploma or certificate, but look forward to the exciting future of endless possibilities.

**Graduation is not the end of your journey.....it's only the beginning!**

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## Tutoring Schedules for Spring 2017 Semester

### COMP 1000 Tutoring Schedule

Oakwood	Monday	1:00 pm - 2:30 pm	Room 366
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### English / Reading Tutoring Lab Schedule

Barrow	Tuesday / Thursday	12:00 pm – 2:00 pm	Room 148
Dawson	Monday / Wednesday	3:00 pm – 4:00 pm	Room 220
Forsyth	Tuesday / Thursday	4:00 pm – 6:00 pm	Room A247
Oakwood	Tuesday / Thursday	1:00 pm – 3:00 pm	Room 318

If you are unable to visit the writing lab in person, please take advantage of our online tutoring services. Submit your assignment to [mphelps@laniertech.edu](mailto:mphelps@laniertech.edu), and allow one business week to receive the results of your review.

### Math Tutoring Lab Schedule

Barrow	Monday / Wednesday	5:00 pm – 7:30 pm	Room 151
Dawson	Monday / Wednesday	8:00 am – 10:30 am	Room 116
	Tuesday / Thursday	8:00 am – 12:00 pm	

	Tuesday	5:00 pm - 6:00 pm	
Forsyth	Monday - Thursday	8:00 am – 7:30 pm	Room B144
Oakwood	Monday / Wednesday	8:00 am – 3:00 pm	Room 133
	Wednesday	6:00 pm – 7:30 pm	
	Tuesday / Thursday	8:00 am - 2:45 pm	
	Tuesday	6:00 pm – 9:00 pm	

Other tutoring schedules to be added, check back later!

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# IV.L.4.f LTC Attendance Policy

---

*Adopted: January 27, 2011*

*Modified: September 28, 2011*

*Scope: Students*

*Contact: Vice President of Academic Affairs, Vice President of Operations*

*Forms: Attendance Regulations Violation Warning Form*

Attendance policies vary by program. Program attendance policies are listed on course syllabi. It is the responsibility of each student to clarify the exact attendance policy of his/her particular program of study. No program of study allows absences in excess of 20% of the scheduled class time no matter the reason for the absences. Excessive absences will result in dismissal from the course(s).

*Online Courses:* Online students must complete an academically related activity each week to be considered active. Simply logging into an online class is not considered to be active. You will be dismissed for an excess of 20% attendance violation (does not have to be consecutive) in online classes as follows:

- 15 week term — total of 3 weeks of inactivity
- 10 week term — total of 2 weeks of inactivity
- 7 week term — total of 2 weeks of inactivity

Academically related activities include, but are not limited to the following:

- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- participating in an online discussion about academic matters

*Hybrid Courses:* Absences in hybrid courses may not exceed 20% of scheduled on-campus classes or 20% of the total contact hours for the course.

(See also the [LTC No Show Policy](#).)

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## Request for HOPE Scholarship Evaluation for AAS Degree Students

**Note:** The HOPE Scholarship Evaluation form must be submitted to the Financial Aid Office at least **3 weeks** prior to the date you are scheduled to register for processing and notification of HOPE Scholarship status.

**\*\* Do not submit this request for HOPE Scholarship evaluation IF:**

- You are seeking a certificate or diploma program of study
- You have graduated from High School or received your GED more than 7 years ago and have never received HOPE Scholarship before.
- You have a Bachelor's degree or higher.

### Select Campus

Dawson    Forsyth    Jackson County    Oakwood    Winder-Barrow

### Select Semester

Summer    Fall    Spring

**First Name:**

**Last Name:**

**Birthdate:**                      mm/dd/yyyy

**Social Security #:**                      999-99-9999

**Phone:**                                      770-999-9999

**Email:**

**Program of Study:**

**Degree you want to be evaluated for:**

Have you attempted a minimum of 30 semester hours at the postsecondary level?	yes	no
Have you attended any Georgia College, University or Technical School as an out of state resident?	yes	no

**YOUR HOPE SCHOLARSHIP ELIGIBILITY CANNOT BE EVALUATED WITHOUT ALL PRIOR ACADEMIC TRANSCRIPT HISTORY.**

**Instructions:** List the name(s) of all postsecondary institutions that you have attended since high school including Lanier Technical College, if applicable. Students must provide Lanier Technical College Admissions Office with official transcripts from all post-secondary institutions previously attended. If you have additional colleges to list please attach addition sheet.

Institute's Name	Dates Attended Date Format: mm/dd/yyyy	Transcript submitted to Lanier Tech?
	to	yes no
	to	yes no
	to	yes no
	to	yes no

All college credit hours attempted and their corresponding grades will be included in the calculation of the HOPE cumulative grade point average, even if those hours are not accepted as transfer credit by Lanier Tech. To be eligible for the HOPE Scholarship, a student must have a cumulative grade point average (GPA) of 3.0 at the end of each Spring Semester and at the terms he/she attempts 30, 60 or 90 semester hours. After 127 attempted semester hours, students can no longer receive HOPE Scholarship. Once your eligibility is evaluated, you will be notified by mail of the results. **The HOPE Scholarship Evaluation form and all previous transcripts must be submitted to the Financial Aid Office at least 3 weeks prior to the date you are scheduled to register.** Failure to request this evaluation by the deadline will require payment of tuition and fees by the student during the registration process. Students determined to be eligible for the HOPE Scholarship at a later date may request reimbursement through the Financial Aid Office.



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## HOPE Program

In order to help Georgia citizens finance their training, the state has established the Georgia HOPE Grant Program. HOPE is Georgia's unique scholarship and grant program that rewards students with financial assistance in degree, diploma, and certificate programs. The HOPE Program is funded entirely by the Georgia Lottery for Education and is administered by the [Georgia Student Finance Commission](#).

### HOPE Grant Program

Unlike the HOPE Scholarship 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 certain 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.

### How to Qualify

Hope Grant Qualifications:

- Be a legal Georgia resident for at least one year/longer for out of state high school graduates
- Be at least 16 years of age
- Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990
- Meet HOPE's U.S. citizenship or eligible non-citizen requirements
- Be in good standing on all student loans or other financial aid programs
- Meet academic achievement standards required by the college
- Be registered with the Selective Service, if required
- No student with a baccalaureate degree can receive the HOPE Grant.

### How to Check HOPE Paid Hours

[Click here](#) for instructions for checking previously used HOPE Grant/Scholarship hours at Georgia Student Finance Commission.



## How to Apply

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](http://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: [www.GAcollege411.org](http://www.GAcollege411.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

## HOPE Scholarship Program

The HOPE Scholarship award amount at a public college covers a percentage of the tuition. Learning support/remedial coursework is not eligible to receive HOPE Scholarship funding. The HOPE Scholarship award amount is determined annually by the Georgia Student Finance Commission based on projected lottery revenues and expenditures. The HOPE award amount is subject to change each year.

### HOPE Scholarship Qualifications

- Students must request [HOPE Scholarship Evaluation](#) through Lanier Technical College.
- Students must graduate from high school with a 3.0 GPA as calculated by the Georgia Student Finance Commission for a college prep diploma or a 3.2 for a career tech diploma.
- Students graduating under the single diploma type must have a 3.0 GPA as calculated by GSFC.
- Students must maintain a 3.0 GPA in college.
- If a student falls below a 3.0 GPA in college, they may only regain the HOPE Scholarship one time.
- The HOPE Scholarship will not pay for remedial or developmental courses.
- A student may receive the HOPE Scholarship until the first of these events:
  - The student has earned a baccalaureate or first professional degree;
  - The student has attempted at any postsecondary institution a total of 190 quarter hours or 127 semester hours;
  - The student has received a total of combined payment of 127 semester hours or 190 quarter hours from the HOPE Scholarship, HOPE Grant, and Accel program (Accel payments made beginning with Fall 2011 term are excluded from the 127 hour cap); or
  - Beginning with those students receiving HOPE for the first time on or after July 1, 2011, seven years from a student's graduation from high school or the year they would have graduated from high school with their peers; provided, however, that for a student that serves on active duty in the military during such seven-year period such active duty service time will be credited back to the seven years.

## How to Apply

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](http://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: [www.GAcollege411.org](http://www.GAcollege411.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

## Other Sources of Financial Aid

Lanier Technical College also offers many other sources of financial aid including federal Pell Grants, the HOPE scholarship for degree-seeking students, education benefits for veterans and their dependents, and other need-based aid programs. To find out more about financial aid at Lanier Technical College, call 770-533-7019 or 770-533-7018 or visit on-line at [www.laniertech.edu/FinancialAid/FinancialAid-main.aspx](http://www.laniertech.edu/FinancialAid/FinancialAid-main.aspx).

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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](http://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, you should 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 will 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**  
2990 Landrum Education Drive  
Oakwood, GA 30566

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: [www.GAcolllege411.org](http://www.GAcolllege411.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

# Applying for HOPE Scholarship/Grant



## Getting started with GAcademy411

Please read the instructions before going to the website

1. **Don't try to apply without following this step by step guide.** Go to the [www.GAcademy411.org](http://www.GAcademy411.org) website. Be sure to **allow pop-ups** as you will need to be able to click on a couple of windows that will pop open later.
2. You must create an account. On the top right of the home page click "[Create an Account](#)".  
**\*\*IMPORTANT\*\* When you create a username and password, write them down\*\***  
**You will need them in order to complete this process!**
  - On the "Create an Account" screen you will have several steps. **Step 1** asks "Who are you?" and gives you 5 different choices. Select the choice that best describes you and continue entering your personal information through the following screens. Be sure to fill out all information even if it says it "is optional". **Specifically your social security number** as it is REQUIRED in order to apply for Financial Aid.
  - You will be asked to "accept" or "decline" "The use of Information" by the different agencies involved which are Georgia Student Finance Commission (GSFC), Georgia Student Finance Authority (GSFA) and Georgia Higher Education Assistance Corporation (GHEAC). Consenting to the use of the information in your account is a personal preference, be sure to read it carefully and make an informed decision.
3. Once your account is created, click on the purple font tab at the top of the screen that says "**Your Portfolio**". In the purple bar click "**Your Profile**". Then click "**The Basics**". Click "**Edit**" if you need to make changes. It is to the right corner of each box. Make sure that all the information requested is there, that it's correct and save any changes! **If you skip this step you will not be able to continue later on.**
4. After completing the Portfolio section, click on the tab with green font at the top of the screen that says "**Financial Aid Planning**". In the green bar click "**Applications**". In the first box, click a light blue button that says "**Start GSFAPPS**".
5. A new window will open and at the bottom of that page click "**Apply Now**" to apply online. If you don't see the "**Apply Now**" link, go back and edit your portfolio. There must be something missing.
6. Click on "**Submit New Application**" to start your application.
7. This screen shows the different financial aid "**Available GSFC Programs**". Select the name of the financial aid program you are applying for (Hope Grant or Hope Scholarship). A new window will pop open. Read the program requirements to verify your eligibility. Scroll down and check the box next to "**Apply for this program**". In the original screen there should be a checkmark next to Hope Grant or Hope Scholarship. At the bottom, click "**Select**".
8. Some of your information is pre-filled on the application page. Check to be sure information is complete and accurate. You should complete **ALL** unpopulated fields. The last question on this page asks for your dependency status.
9. You are considered to be an independent student if you were born **before** January 1, 1990, **OR** you are married, **OR** you have children you are financially responsible for. If you are classified as an *independent student*, select "**Continue**". You do not need to enter parent information.
10. If classified as a *dependent student*, you must provide parental information on the Parent Information screen. If your parents are married, please complete all required fields. If your parents are divorced or separated, complete the required fields for the parent you live with or the parent that last supported you.
11. Complete the remaining fields required for completion of your application. When you see a listing of Georgia colleges, make sure to highlight Lanier Technical College by clicking on it before you click "**Continue**". You will have an opportunity to review your application and select "**Submit**" at the bottom of the page. On the next page will acknowledge that you have read and agree to the legal information displayed.
12. **Electronically sign the application using the user name and password you created.** Congratulations! You have completed your application for HOPE funding. **\*\*IMPORTANT\*\* Watch for an application number on the screen to confirm that your application submitted correctly.**
13. In a few days you will receive an e-mail from **GSFC** confirming your application has been received and processed. This **DOES NOT MEAN** it's been approved; it means they received it and submitted it to the college for review. Please wait at least **72 business hours** after you apply before calling to check status. You **MUST** be accepted to Lanier Technical College by the Admission's office **BEFORE** you will receive final approval for HOPE funding.



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## Financial Aid

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. Specific program policies and funding levels are determined by either federal or state government. Changes to the financial aid policy may occur at any time and without any prior notice.

The financial aid programs at Lanier Technical College are designed to provide financial assistance to eligible students. Our programs are intended to supplement the efforts of the student and family. Applications are available online:

- Free application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov) this application is for both (Pell Grant) and State (HOPE Grant/Scholarship)
- 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: [www.GAcollge411.org](http://www.GAcollge411.org).

For students that applied using FAFSA for their financial aid both State HOPE Grant/HOPE Scholarship and Federal (Pell Grant) you must reapply for financial aid once each academic year by completing a Free Application for Federal Student Aid (FAFSA). This process must be completed each year after January 1 to be considered for assistance in the next academic year, with Fall Semester beginning the academic year.

### Financial Aid Forms Available for Download:

#### 2016-2017 Documents

- [2016-2017 Verification Worksheet 17DV1](#)
- [2016-2017 Verification Worksheet 17DV4](#)
- [2016-2017 Verification Worksheet 17DV5](#)
- [2016-2017 Verification Worksheet 17DV6](#)
- [2016-2017 Verification Worksheet 17IV1](#)
- [2016-2017 Verification Worksheet 17IV4](#)

- [2016-2017 Verification Worksheet 17IV5](#)
- [2016-2017 Verification Worksheet 17IV6](#)
- [2016-2017 Household Information](#)
- [2016-2017 Unusual Enrollment History](#)
- [2016-2017 Signature Page](#)

#### **2015-2016 Documents**

- [2015-2016 Verification Worksheet 16DV1](#)
- [2015-2016 Verification Worksheet 16DV3](#)
- [2015-2016 Verification Worksheet 16DV4](#)
- [2015-2016 Verification Worksheet 16DV5](#)
- [2015-2016 Verification Worksheet 16DV6](#)
- [2015-2016 Verification Worksheet 16IV1](#)
- [2015-2016 Verification Worksheet 16IV3](#)
- [2015-2016 Verification Worksheet 16IV4](#)
- [2015-2016 Verification Worksheet 16IV5](#)
- [2015-2016 Verification Worksheet 16IV6](#)
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#### **Additional Documents**

- [IRS Transcript Requirement Information](#)
- [HOPE Scholarship Evaluation Request](#)
- [Accessing Financial Aid via BannerWeb](#) \*NEW\*

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### STATE PROGRAMS

[HOPE Grant for Diploma & Certificate Seeking Students](#) [+]

[HOPE Scholarship for Degree Seeking Students](#) [+]

[HOPE Scholarship Evaluation Procedures](#) [+]

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[Student Access Loan Program](#) [+]

[Zell Miller Scholarship Program](#) [+]

[Georgia's Strategic Industries Workforce Development Grant \(SIWDG\)](#) [+]

## **ADDITIONAL PROGRAMS**

[Foundation Scholarships](#) [+]

[Private Loans](#) [+]

[Unemployment Benefits](#) [+]

[Veterans and Eligible Dependents](#) [+]

[Vocational Rehabilitation](#) [+]

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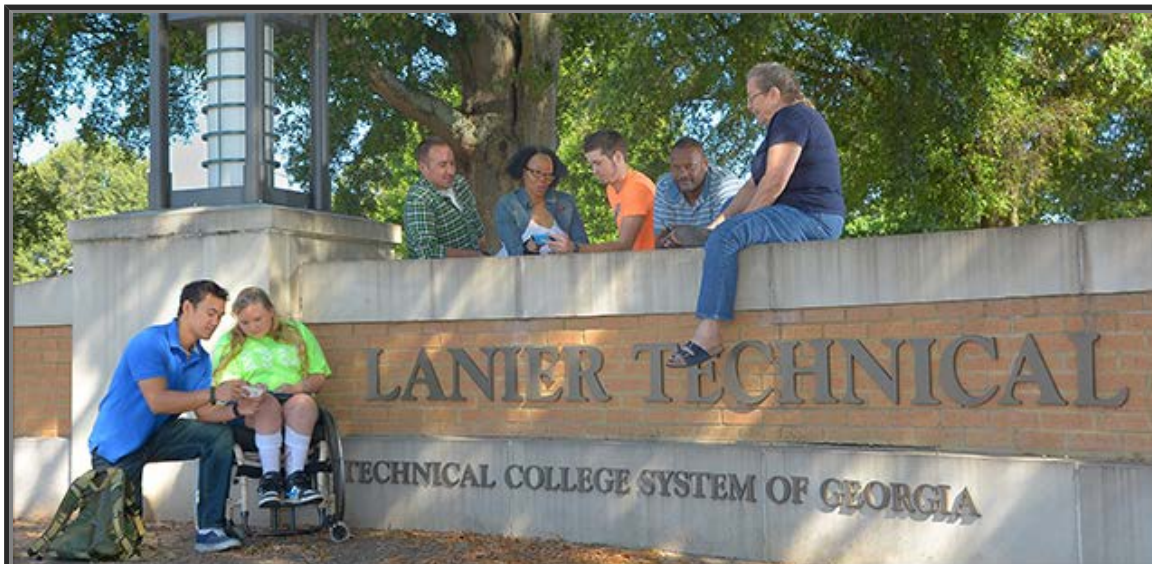
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### Applying for Financial Assistance

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.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **Student Rights**

You have the right to ask the school:

- The names of its accrediting or licensing organizations.
- About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who withdraw.
- What financial assistance is available, including information on all Federal, State, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How and when you will be paid and the type and amount of assistance you will receive.

### **Student Responsibilities**

It is your responsibility to:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can prevent or delay your receiving aid.
- You must understand Lanier Tech's Satisfactory Academic Progress policy.
- Know and comply with all deadlines for applying or re-applying for aid.
- Provide all additional documentation, verification, corrections, and/or new information requested by the financial aid office.
- Notify your school of a change in your name, address, or attendance status.

### **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)

### **Gainful Employment**

#### [Gainful Employment](#)

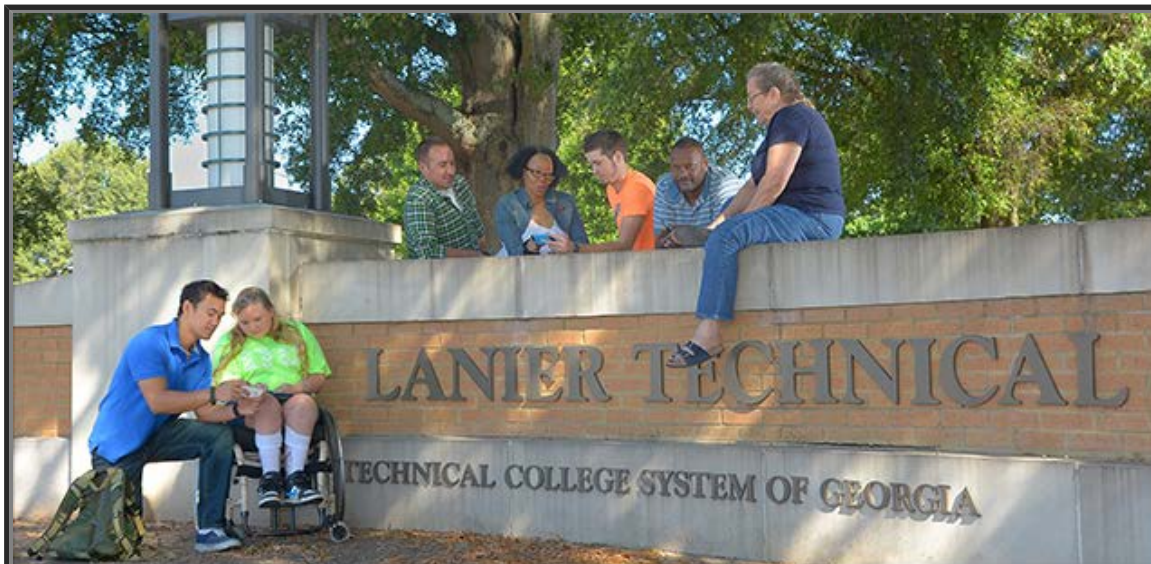
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[FAFSA - Free Application for Federal Student Aid](#)

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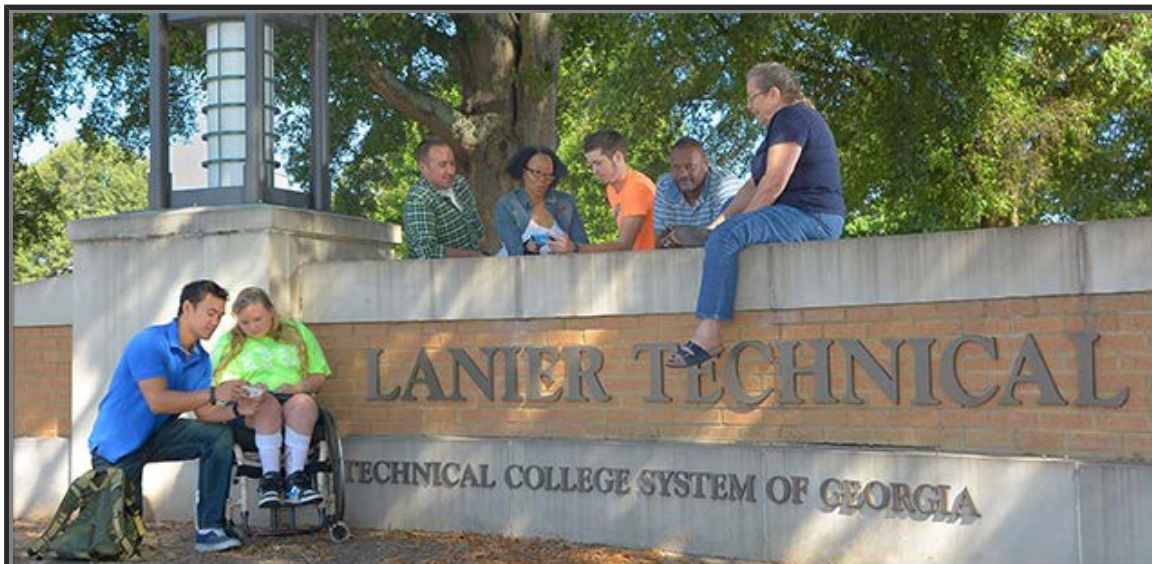
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## Financial Aid - Refunds

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 Tech 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.

[Return Of Title IV Funds Policy](#)

[Refund Policy for Title IV & HOPE Recipients](#)

[Refund Policy for HOPE Only Recipients](#)

[Institutional Refund Policy](#)

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### Select an item to expand:

[Is there an income limit for HOPE assistance? \[+\]](#)

[Must I attend full-time in order to receive financial aid benefits? \[+\]](#)

[Will HOPE cover more than one program of study? \[+\]](#)

[How do I check my HOPE paid hours? \[+\]](#)

[How do I apply for Financial Aid? \[+\]](#)

[What is the Title IV School Code for Lanier Technical College? \[+\]](#)

[Do I need to reapply for financial aid each year? \[+\]](#)

[Can the Office of Financial Aid estimate if I am eligible for Title IV Aid? \[+\]](#)

[Why do I need to complete a Verification Worksheet and submit Income Tax documents? \[+\]](#)

[Can a veteran receive both VA Benefits and federal/state financial aid? \[+\]](#)

[How many hours must I take to be classified as a full time student? \[+\]](#)

[What is Satisfactory Academic Progress \(SAP\)? \[+\]](#)

[Can I appeal my SAP status if I am suspended from financial aid for failing to maintain](#)

[satisfactory academic progress? \[+\]](#)

[What happens to my financial aid status if I withdraw from school? \[+\]](#)

[How can I get my financial aid transferred to another school? \[+\]](#)

[I probably don't qualify for aid. Should I apply for aid anyway? \[+\]](#)

[If I don't attend class, what happens to the PELL Grant and HOPE Awards for the semesters listed on my award letter? \[+\]](#)

[If I moved to Georgia less than 1 year ago, can I qualify for the HOPE Grant? \[+\]](#)

[If I get married after I complete my application, can I change my marital status? \[+\]](#)

[What is an ISIR or SAR? \[+\]](#)

[How much money do I have to make to qualify for Pell Grant? \[+\]](#)

[I live on my own - why do I have to include my parent's income? \[+\]](#)

[Can I use my Pell money in the bookstore to purchase books? \[+\]](#)

[How will dropping a class affect my financial aid? \[+\]](#)

[Why can't I take classes that are not listed in my program of study? \[+\]](#)

[What is the Strategic Industries Workforce Development Grant \(SIWDG\)? \[+\]](#)

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# STUDENT FINANCIAL ASSISTANCE DISCLOSURE STATEMENT

Federal regulations require Lanier Technical College (LTC) to provide consumer information to all of its students. You will find below a list of the areas for which information is provided and links to websites for more information where applicable. Should you need a paper copy or assistance in obtaining this information, please contact our office at (770)531-6300 and ask to speak with a financial aid counselor.

## **NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION**

Institutional and Financial Aid Information can be found at the Lanier Technical College website. Students who need a paper copy of this information may contact the Financial Aid Office (FAO).

## **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Lanier Technical College  
2990 Landrum Education Drive  
Oakwood, GA 30566  
[financial\\_aid@laniertech.edu](mailto:financial_aid@laniertech.edu)  
(770) 531-6300

## **NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

(From Section 484r of the Higher Education Act)

1. IN GENERAL. A student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal student aid assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of any offense involving the possession of a controlled substance, ineligibility period is:

First Offense.....1 Year  
Second Offense .....2 Years  
Third Offense.....3 Years

The sale of a controlled substance, ineligibility period

First Offense.....2 Years  
Second Offense.....Indefinite

2. REGAINING ELIGIBILITY. A student may regain eligibility for federal financial aid after the required period of time has elapsed since the conviction, or if the conviction is reversed or set aside, or if the student can certify completion of a qualified drug rehabilitation program. A qualified drug rehabilitation program must include at least two unannounced drug tests and must also satisfy at least one of the following requirements:

- ✓ Be qualified to receive funds directly or indirectly from a federal, state, or local government program

- ✓ Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company;
- ✓ Be administered or recognized by a federal, state, or local government agency or court; or,
- ✓ Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

## **STUDENT FINANCIAL AID AND COST OF ATTENDANCE INFORMATION:**

1. **Types of Aid:** A list of federal, state and institutional aid programs and scholarships can be found at the Lanier Technical College website. <http://www.laniertech.edu/FinancialAid/FinancialAid-types.aspx>
2. **Terms and conditions of Title IV, HEA loans:** Lanier Technical College does not participate in the federal student loan program.
3. **Criteria for selecting recipients and for determining amount of award:** Financial aid awards may include funding from several sources. Federal funds are awarded based on the information you and your family reported on the Free Application for Federal Student Aid (FAFSA). These may include grants, and work study. Eligibility for these funds is determined by calculating your Cost of Attendance (COA) and subtracting your Expected Family Contribution (EFC) as determined by FAFSA. We award these funds in amounts that take into account the total level of funding available under the program and the maximum federal eligibility levels for each student.
4. **Eligibility requirements and procedures for applying for aid:** In order to be eligible for aid, students must:
  - Be U.S. citizens or eligible non-citizens
  - Be enrolled in an eligible program
  - Meet all admissions requirements
  - Not owe money back to a federal grant program or be in default or delinquent on a federal student loan
  - Have completed the FAFSA and all other documents required by the Financial Aid Office (FAO)
  - Be making Satisfactory Academic Progress in accordance with LTC's FAO's policy
  - Have resolved any prior drug conviction
  - Not have obtained loan amounts that exceed annual or aggregate loan amounts
  - Satisfy the Selective Service registration requirements, if applicable.
  - Demonstrate financial need as determined by the FAO
  - Have a valid Social Security Number

**For instructions on how to apply for aid, please visit our website.**

5. **Methods and frequency of disbursements of aid:** Student awards are applied to cover outstanding tuition and fee balances after each registration period. Lanier Technical College disburses any remaining credit balances after the end of the 4<sup>th</sup> week of the term. Any questions regarding refunds should be addressed to the Business Office.
6. **Rights and responsibilities of students receiving Title IV, HEA student financial aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress:**

**With regard to financial aid you have the right to ask the school:**

  - The names of its accrediting or licensing organizations.
  - About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
  - What the cost of attending is and what its policy is on refunds to students who withdraw.
  - What financial assistance is available, including information on all Federal, State, local, private, and institutional financial aid programs.
  - What the procedures and deadlines are for submitting applications for each available financial aid program.
  - How and when you will be paid and the type and amount of assistance you will receive.

### **It is your responsibility to:**

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can prevent or delay your receiving aid.
- You must understand Lanier Tech's Satisfactory Academic Progress policy. The SAP policy can be found at: <http://www2.laniertech.edu/coc/Satisfactory%20Academic%20Progress%20Policy.html>
- Know and comply with all deadlines for applying or re-applying for aid.
- Provide all additional documentation, verification, corrections, and/or new information requested by the financial aid office.
- Notify your school of a change in your name, address, or attendance status.

- 7. Terms of any loan received as part of a financial aid package, sample loan repayment schedule, and the necessity of repaying loans:** Information on private loan interest rates and fees is available on our website at: <http://www.laniertech.edu/downloads/loaninfoforwebsite.pdf>
- 8. Student Financial Aid and Study Abroad Programs:** Lanier Technical College does not offer study abroad programs.
- 9. General conditions and terms applicable to employment provided as part of financial aid package:** In assigning a Federal Work Study job, Lanier Tech will consider the student's financial need, the number of hours per week the student can work, the period of enrollment, the anticipated wage rate, and the amount of other assistance available to the student. To the maximum extent possible, Lanier Tech will provide FWS jobs that will complement and reinforce each recipient's educational program and career goals. FWS funds may not be awarded to a student if that award, when combined with all other resources, would exceed the student's financial unmet need for the aid year. Duties may vary depending on the department for which the student works.
- 10. 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. The Net Price Calculator is available on our website at: <http://www.laniertech.edu/FinancialAid/FinancialAid-calc.aspx>
- 11. Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid:** 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 Tech 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. Additional information on the above policies can be found at: <http://www.laniertech.edu/FinancialAid/FinancialAid-refunds.aspx>

### **Disclosure Requirements Relating to Education Loans:**

- 1. State Grant Assistance:** 1) 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 \$10,000 per year. 2) The HOPE Program was established to help Georgia citizens finance their training. HOPE is Georgia's unique scholarship and grant program that rewards students with financial assistance in degree, diploma, and certificate programs. The HOPE Program is funded entirely by the

Georgia Lottery for Education and is administered by the [Georgia Student Finance Commission](#).

2. **Student Loan Information Published by Dept. of Education:** Lanier Technical College does not participate in the federal student loan program.
3. **National Student Loan Data System:** Lanier Technical College does not participate in the federal student loan program.
4. **Entrance Counseling for Student Loan Borrowers:** Lanier Technical College does not participate in the federal student loan program.
5. **Exit Counseling for Student Loan Borrowers:** Lanier Technical College does not participate in the federal student loan program.
6. **Private Education Loan Disclosures:** Private (alternative) loans are available to students who have educational costs beyond what federal and state programs may offer. Private loans should be used as a last resort to pay for educational expenses. It is not our policy/recommendation to encourage students to incur additional debt for their college education unless all other sources of aid (grants/scholarships) have been exhausted. Applicants must complete a current year FAFSA and have existing unmet need after the Expected Family Contribution (EFC) and anticipated financial aid is subtracted from the student's Cost of Attendance. Eligibility requirements, interest rates, processing fees, and repayment vary with each lender. There are strict credit requirements, and a cosigner may be required. Additional information regarding interest rates and fee information is available on the LTC website.

7. **Code of Conduct for Private Education Loans:**

In accordance with 34 C.F.R. §668.14(b) (27) Lanier Technical College (LTC) hereby establishes the following Code of Conduct regarding private student loans.

The responsibility for the administration of this Code of Conduct and its enforcement resides with the President of Lanier Technical College. This code of conduct is applicable to all officers, employees and agents of LTC and any affiliated organizations with responsibilities (directly or indirectly) with respect to private student loans. College employees and agents subject to this policy are **prohibited** from doing any of the following, either on their own behalf or on behalf of the College:

- Participating in a revenue-sharing arrangement with any lender by which the lender pays a fee or provides other material benefits to the College or any employee or agent subject to this policy in exchange for the College's recommendation of that lender or its loan products;
- Soliciting or accepting gifts, including reimbursement of expenses or payment of expenses of a value greater than that set forth in the *Code of Georgia, Title 45, Public Officers and Employees, Chapter 10, Code of Ethics and Conflicts of Interest* from any lender, guarantor or servicer that provides private education loans to students, unless the item or payment in question meets the exceptions set forth in 34 C.F.R. § 601.21(c) (2) (iii);
- Accepting from any lender or affiliate any fee, payment or other financial benefit as compensation for any consulting arrangement or other services contract with or on behalf of a lender of private education loans, except that College employees, or agents subject to this policy who do not work in the Office of Financial Aid may serve on a lender's board of directors, provided that they recuse themselves from any board decisions relating to private education loans at the College;
- Directing borrowers to particular lenders or delaying loan certifications;
- Requesting or accepting from any lender any offer of funds to be used for private education loans in exchange for the College providing the lender with a specified loan volume or preferred lender arrangement for private education loans;



- Requesting or accepting any lender's request for assistance with a call center or Office of Financial Aid staffing, except that the College may request or accept from any lender professional development training for financial aid staff members, educational counseling or other materials to provide to the College's student borrowers (provided that such materials indicate the lender's involvement in preparing or providing them); and
- Receiving anything of value from any lender, other than reimbursement for reasonable expenses, in exchange for service on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors.

Any employee who is offered any gift or monetary compensation from a lender should contact the Office of Financial Aid for clarification and guidance before responding favorably to that offer. Should an employee subject to this policy inadvertently accept a gift or other type of monetary compensation from a lender, that employee or agent must immediately notify the Director of Financial Aid. The amount received, the name of the employee or agent, a brief description of the activity and the dates of the activity for which the expenses were paid or provided must be reported. The Director of Financial Aid is responsible for reporting this information annually to the Secretary of the Department of Education. The Director of Financial Aid is responsible for notifying all employees and agents of this requirement annually. This notification will be done via email in January of each year. In addition, this code of conduct will be published on the website of the Office of Financial Aid.

This regulation requires all institutions that participate in the federal Title IV student loan programs to adopt a code of conduct that meets the requirements of 34 C.F.R. §601.21. As Lanier Technical College does not participate in the federal student loan program, the regulation cited applies to the College as its terms relating to private education loans. A list of private education loan lenders frequently used by LTC students may be found on the web site of the Office of Financial aid at: <http://www.laniertech.edu/FinancialAid/FinancialAid-types.aspx>. This is not an exhaustive list, as lenders for the private education loans change frequently.

8. **Preferred Lender Lists:** Lanier Technical College does not assign a specific lender and will not prohibit or delay a certification based on the student's choice.

**THIS DISCLOSURE STATEMENT IS PUBLISHED AS REQUIRED BY THE HIGHER EDUCATION ACT.**

**FOR MORE INFORMATION, PLEASE CONTACT THE FINANCIAL AID OFFICE.**

Lanier Technical College  
2990 Landrum Education Drive  
Oakwood, GA 30566  
Phone: 770-531-6300  
Fax: 770-531-6328  
Email: [financial\\_aid@laniertech.edu](mailto:financial_aid@laniertech.edu)  
Web: [www.laniertech.edu/financialaid](http://www.laniertech.edu/financialaid)



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## Lanier Technical College Work Study Positions

The positions listed below are work study positions only for current students of Lanier Technical College and it is not for general employment. In order to be considered for any of the work study positions at Lanier Technical College you must:

- Have a current and completed FAFSA on file.
- Be in a program of study that is eligible to receive Pell Grant (even if you are not receiving any Pell funds).
- Be in good financial aid standing.

Each positions pays \$7.50 per hour and there is a maximum of 20 hours a student can work per week.

**Lanier Technical College is accepting applications for the following work study positions:**

Job Title	Effective Date	Campus
<a href="#">COMP 1000 Tutor/Lab Assistant with Business Administrative Technology</a>		Oakwood
<a href="#">Office Assistant with the Admissions Department</a>		Oakwood
<a href="#">Financial Aid Assistant</a>		Oakwood
<a href="#">Office Assistant for the Move On When Ready Program</a>		Oakwood
<a href="#">Receptionist with Academic Affairs</a>		Oakwood
<a href="#">Laboratory Assistant with the Esthetics Department</a>		Oakwood
<a href="#">Peer Tutor with the English Department</a>		Oakwood
<a href="#">Human Resources Assistant with Administrative Services</a>		Oakwood
<a href="#">Faculty Assistant with Health Information Management Technology</a>		Oakwood
<a href="#">Laboratory Assistant with Fire Science Technology</a>		Oakwood
<a href="#">Peer Tutor with the English Department</a>		Forsyth
<a href="#">Financial Aid Assistant</a>		Forsyth
<a href="#">Clerical Assistant with Medical Assisting</a>		Forsyth

## Federal Work Study Application

Click on the Federal Work Study Application link, fill it out and return it to the financial aid office. If you have any questions about any of the Federal Work Study positions you can contact us at [financial\\_aid@laniertech.edu](mailto:financial_aid@laniertech.edu) or come by and speak to a financial aid representative.

Lanier Technical College is an equal opportunity employer and 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, or citizenship status (except in those circumstances permitted or mandated by law).

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Lanier Technical College is a registered participant in the federal work authorization program commonly known as E-Verify.

Lanier Technical College Federally-Issued User ID: 46367

Date of Authorization: 3/28/2007

### Applicants:

It is the obligation of Lanier Technical College to ensure orderly operation, to protect the rights of all members of the LTC community, to prohibit acts which materially and substantially interfere with legitimate educational objectives, or interfere with the rights of others and to take disciplinary action where conduct adversely affects the College's pursuit of its educational objectives. To this end, LTC complies with the *Title II of Public Law 101-542, Crime Awareness and Campus Security Act – also known as the "Jeanne Clery Act."*

The Act requires that the College make available the report of campus crime statistics for the previous fiscal year by October 1<sup>st</sup> each year. The most recent LTC Campus Safety and Security Report is [available here](#).

A hard copy of the report is also available for review in the Student Affairs department located at: 2990 Landrum Education Drive, Oakwood, GA 30566. Lanier Technical College will provide a paper copy of this report upon request. If you require a hard copy of this report, please contact Human Resources at 770-533-6903.

## Campuses / Contact Us / Directions

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Phone: 770-533-7000 | Fax: 770-531-6328  
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## Net Price Calculator

**Please read.** This calculator is intended to provide *estimated* net price information (defined as estimated cost of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year.

By clicking below, I acknowledge that the estimate provided using this calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on cost of attendance and financial aid provided to students in a previous year. Cost of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State.

Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant, loan, or work-study assistance. For more information on applying for Federal student aid, go to <http://www.fafsa.ed.gov/>

**Note:** Any information that you provide on this site is confidential. The Net Price Calculator does not store your responses or ask for personal identifying information of any kind.

I AGREE



# Private Loan Information



Lanier Technical College does not currently participate in any federal student or parent loan programs (e.g. Direct Loans, Stafford). Any student loan for which a student wishes to apply must be a private student loan.

Private loans should be used as a last resort to pay for educational expenses. It is not our policy/recommendation to encourage students to incur additional debt for their college education unless all other sources of aid (grants/scholarships) have been exhausted. Applicants must complete a current year FAFSA and have existing unmet need after the Expected Family Contribution (EFC) and anticipated financial aid is subtracted from the student's Cost of Attendance.

One option for students considering private loan options is Sallie Mae. Students are not required to use this lender and are encouraged to compare various options.

**Sallie Mae – [Solicitation Disclosure – Loan Interest Rate & Fee Information](#)**

**Sallie Mae – [Smart Option Loan Application](#)**

**Private Education Loan – [Applicant Self-Certification](#)**

Lanier Technical College does not support or endorse any specific lender or student loan program. Students may search out and apply to the private lender of their choice.

**Click here - For frequently asked questions regarding Private Student Loans.**

## ***ADDITIONAL REQUIREMENT***

**All students *should* complete a Lanier Technical College [External Aid Source Statement](#);**

**The External Aid Source Statement should be completed and submitted to the Financial Aid Office prior to receiving any loans at Lanier Technical College.**







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## New Student Orientation

Lanier Technical College's New Student Orientation is delivered online. Students have two options for completing the online orientation. They may complete it before New Student Registration/Advisement Day and bring proof of completion to campus with them, or they may complete the orientation on campus in one of our on-campus computer labs. You will need to bring your confirmation letter with you when you meet with your advisor. Staff assistance will be available on all campuses on New Student Registration/Advisement Day.

### 1. Completing Orientation Online at Your Convenience

To avoid long lines and to get to your advisor quickly on registration day, we encourage you to complete orientation online before you come to campus. Please have your acceptance letter accessible while completing your Orientation. You will need to use the student identification number located on the top left corner of your acceptance letter to complete your assessment.

**Please print out the letter confirming your completion when you pass the final assessment with a score of 80% or higher and submit to your advisor on Registration/Advisement day.**



[Click here to begin the New Student Orientation](#)

### 2. Completing Orientation Online in a Campus Computer Lab

If you are unable to complete the orientation online on your own, we offer on-campus assistance the day of New Student Registration and Advising. Please check in with the Student Affairs office at the campus of your choice for directions to one of our computer labs. Please have your acceptance letter accessible while completing your

Orientation. You will need to use the student identification number located on the top left corner of your acceptance letter to complete your assessment. Please print out the letter confirming your completion when you pass the final assessment with a score of 80% or higher and submit to your advisor on Registration/Advisement day.

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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.



# Lanier Technical College

2016 - 2017

## Catalog and Student Handbook


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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 is 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 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 by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law (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 College 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 for 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.





# V.D.5 LTC Student Dress Code Policy

*Adopted: December 2010*

*Scope: Students*

*Contact: Vice President of Student Affairs*

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:

- 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.
- Shoes are to be worn at all times.
- 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.
- Cleanliness of person and clothing is required.
- 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.
- 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.

The administration is authorized to approve exceptions to the above requirements for documented medical reasons.

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**TECHNICAL COLLEGE SYSTEM OF GEORGIA  
STUDENT CODE OF CONDUCT COMPLAINT FORM**

Any administrative official, faculty member, student, or security officer may file a complaint with the Vice President for Student Affairs or his/her designee against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Office of Vice President for Student Affairs.

**Date** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Telephone** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email** \_\_\_\_\_

**Program** \_\_\_\_\_ **Department** \_\_\_\_\_

**Code Violation(s):** \_\_\_\_\_

**Explanation of Complaint:**

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**Witness(es) :**

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Have you discussed the specific behaviors that are said to be in violation of the Student Code of Conduct?

Yes  No

Have you attempted to resolved the issue in good faith?  Yes  No If yes, please describe the resolution:

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**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_



## Citizenship Requirements

### United States Citizens and Eligible Non-Citizens.

#### Requirements for Federal Programs

You must be one of the following to receive state and or federal student aid:

- U.S. citizen
- U.S. national (includes natives of American Samoa or Swain's Island)
- U.S. permanent resident who has an I-151, I-551, or I-551C (Permanent Resident Card)

**If you're not in one of these categories, you must be an eligible noncitizen, and you must have an Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations:**

- "Refugee"
- "Asylum Granted"
- "Cuban-Haitian Entrant, Status Pending"
- "Conditional Entrant" (valid only if issued before April 1, 1980)
- Victims of human trafficking, T-visa (T-2, T-3, or T-4, etc.) holder
- "Parolee" (You must be paroled into the United States for at least one year and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose and that you intend to become a U.S. citizen or permanent resident.)

If you have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), you aren't eligible for federal student aid.

If you're in the United States on certain visas, including an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, you're not eligible for federal student aid.

Also, persons with G series visas (pertaining to international organizations) are not eligible. For more information about other types of visas that are not acceptable, check with your school's financial aid office.

#### Requirements for State Programs

A student meets the citizenship requirements, for purposes of the State Programs, 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 school term (semester or quarter) for which the student is seeking assistance from one or more State Programs.

A student meets the citizenship requirements, for purposes of the State Programs, if he or she is an Eligible Non-Citizen, according to the Federal Title IV Regulations, for at least 12 consecutive months immediately preceding the first day of classes of the school term (semester or quarter) for which the student is seeking assistance from one or more State Programs.

**Ineligible Non-Citizens.**

A student does not meet the citizenship requirements, for purposes of the State Programs, if he or she holds an F1 or F2 student visa, a J1 or J2 exchange visitor visa, a G series visa, or any other classification not included in the definition of an Eligible Non-Citizen in the Federal Title IV Regulations.

## Georgia Residency Requirements

### Citizenship and Georgia Residency.

A student, Dependent or Independent, must meet the citizenship requirements of *Section 504* of these regulations, in addition to the requirements of *Section 505* of these regulations, in order to meet the eligibility requirements for State Programs.

Additional information regarding the process and procedures for determining a student's residency status is provided in *Section 509. Appendix – Determining Residency*.

### Dependent Students.

#### **NEW**

A Dependent Student meets the Georgia Residency requirements, for purposes of the State Programs, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately prior to the first day of classes of the school term (semester or quarter) for which the student is seeking assistance from one or more State Programs, **and**:

1. Such student graduated from an Eligible High School located in the State of Georgia; **or**
2. Such 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 State Programs, if his or her United States court-appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately prior to the first day of classes of the school term (semester or quarter) for which the student is seeking assistance from a State Program, provided that appointment was not made to avoid Out-of-State Tuition Classification at a USG or TCSG institution and/or to gain eligibility for a State Programs.

A Dependent Child of Military Personnel stationed in Georgia on active duty, shall be treated as a Georgia Resident for purposes of HOPE Scholarship and HOPE Grant eligibility.

Beginning with Fall semester 2011, a Dependent Child of Military Personnel stationed in Georgia on active duty or listing Georgia as his or her home of record, shall be treated as a Georgia Resident for purposes of HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, HOPE GED Grant, Accel Program, TEG eligibility.

### Independent Students

An Independent Student meets the Georgia Residency requirements, for purposes of the State Programs, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately prior to the first day of classes of the school term (semester or quarter) for which the student is seeking assistance from one or more State Programs.



Beginning with the Fall semester 2011, Military Personnel stationed in Georgia on active duty or listing Georgia as his or her home of record, and his or her Spouse shall be treated as a Georgia resident for purposes of HOPE Scholarship, Zell Miller Scholarship, HOPE Grant, HOPE GED Grant, Accel Program, TEG eligibility.

No Independent Student shall have gained or acquired Georgia Residency, for purposes of State Programs, while attending any postsecondary institution located in the State of Georgia without clear evidence of having established Domicile in the State of Georgia for purposes other than attending a postsecondary institution in Georgia.



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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/gsfnew/SandG\\_regs\\_2014.cfm](https://www.gsfc.org/gsfnew/SandG_regs_2014.cfm)



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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.



**LANIER**  
Technical College

**"Great Careers  
Begin Here!"**

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[Home Page](#) > [About Us](#) > Foundation Scholarships

[Search Site](#)

## About Us

## Lanier Technical College Foundation Scholarships

### Accreditation

### Annual Safety and Security Report

### Articulation Agreements

### Board of Directors

### Foundation

### Foundation Scholarships

### Our Campuses

### Policy and Procedure Manual

### President's Message

### Student Achievement

### Deadline for Scholarship Applications:

**Spring** - December 1st

**Summer** - May 1st

**Fall** - August 1st

The Lanier Tech Foundation, through donations from business, industry, civic organizations, and individuals, provide scholarships for deserving students. These funds 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 Tech Financial Aid Office announces the availability of external scholarships as openings arise. Lanier Tech Foundation Scholarship applications will be reviewed and awarded by the Foundation Scholarship Committee. Please check for deadline dates.

### To learn more, select a scholarship:

[ACHASTA Ladies Club Dollars for Scholars](#) [+]  
(Lumpkin County Students)

[Albin A. Kosmala Memorial Scholarship](#) [+]

[Altrusa International of North Georgia Scholarship](#) [+]

[Bagwell Family Foundation Loan Program](#) [+]

[Bill Sanders Foundation Scholarship](#) [+]

[The Edna A. Noblin Dawsonville Lions Club Scholarship](#) [+]  
(Dawson or Lumpkin County Students)



[Forsyth County Arts Alliance Scholarship](#) [+]

(Forsyth County Students enrolled in Design & Media, Horticulture or Interiors)

[Gene Haas Foundation Scholarship](#) [+]

[Herbert Ascott \(Buddy\) Lang, Jr. Memorial Scholarship](#) [+]

(Design and Media Production Technology Degree students only)

[Kubota Manufacturing of America Scholarship](#) [+]

[Mark Kazanjian Memorial Scholarship](#) [+]

(Medical Assisting Students only)

[Quick Memorial Scholarship](#) [+]

(Cosmetology Students only)

[Roy C. Moore Foundation Scholarship](#) [+]

[Sawnee EMC Scholarship for Veterans & Veterans' Families](#) [+]

[Special Populations Scholarship](#) [+]

(Special Populations Students only)

[Thomas G. \(Gunny\) Moore Law Enforcement Scholarship](#) [+]

(Criminal Justice Students)

[Tony & Kathy Reid Memorial Scholarship](#) [+]

(Forsyth County Students attending the Forsyth Campus)

[United Way of Forsyth Scholarship](#) [+]

(Forsyth County Students)

[Campuses / Contact Us / Directions](#)

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Phone: 770-533-7000 | Fax: 770-531-6328  
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## CHAPTER 33 EDUCATIONAL BENEFITS PACKET



Welcome and thank you for your interest in Lanier Technical College. **Great Careers Begin Here!** This packet contains all the information you need to utilize your benefits at LTC. If you have any questions, please feel free to contact our Financial Aid Department's School Certifying Official. The Department of Veterans Affairs pays education benefits to qualified veterans and reservists who are attending approved courses or programs.

Spend some time on the GI BILL® website to find out which benefits package is best for you. Each package is different, with varying requirements and payment stipulations. Some of the choices can be irrevocable.

**Be sure of what you want before you apply for VA benefits!**

- <http://www.gibill.va.gov/apply-for-benefits/road-map/>
- [http://gibill.va.gov/resources/benefits\\_resources/benefit\\_comparison\\_tools.html](http://gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html)

- Complete the **Application for Education Benefits** through the Veterans Online Applications web site (VONAPP): <http://www.vabenefits.vba.va.gov/vonapp>

**You will receive your "Certificate of Eligibility" from the VA directly.** Once you have this document, it is your responsibility to get Lanier Technical College a copy. The VA does not provide the school with any information directly on your behalf. We must have that document (or a printed copy of your education entitlement from the eBenefits site) on file in order to secure your schedule and get you certified. **MAKE THIS A PRIORITY!**

- Make sure all requested documents are completed and submitted to our office.

**These documents are required before your file can be completed:**

	<b>Certificate of Eligibility (VERY IMPORTANT!)</b>
	<b>Official Military Transcript <a href="https://jst.doded.mil/">https://jst.doded.mil/</a> (if applicable)</b>
	<b>Copy of DD214 (if applicable)</b>

\*Post 9/11 - Chapter 33 Veterans wishing to transfer benefits to dependents must apply with the Department of Defense. (Specific requirements apply.) For information on transferability, please visit:  
[http://www.gibill.va.gov/documents/Post-911\\_Transferability.pdf](http://www.gibill.va.gov/documents/Post-911_Transferability.pdf)

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# Post 9/11

## Chapter 33 Students

Applying for Post 9/11 - Chapter 33 VA benefits is an irrevocable choice. Be sure you have explored all of your options.

Chapter 33 - Post 9/11 GI Bill® VA benefits will pay Lanier Technical College directly for in-state tuition and mandatory fees at the percentage of benefits you qualify, but not to exceed the maximum in-state undergraduate tuition and fees at a public Institution of Higher Learning. The percentage you qualify at depends on how long you served after September 11<sup>th</sup>, 2001. (See chart on following page). The VA will determine what you qualify for when you submit your application. We must have that document on file in order **to secure your schedule. Without this form, you will have to pay for tuition & fees up front.**

You must request the “Transfer of Credit”. Include all previous colleges & military training. (Please see “Request for Transfer Credit” forms attached).

If you are using HOPE along with Post 9/11 GI Bill®, VA considers HOPE as the primary payer. VA will pay any balances that HOPE (or other state aid) did not pay **at the percentage you qualify. Any balance after that is your responsibility.**

▶ **VA does not pay for late fees.**

▶ **VA does not pay for “out-of-state” tuition rates.** If you are considered out of state, tuition is doubled. VA will only pay for the in-state tuition rate plus the fees.

▶ **VA does not pay for remedial classes that are held online or hybrids – Only lecture!**

▶ **VA does not pay for classes that are not listed on your program of study.**

### Repeating Courses

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Courses that are successfully completed may not be certified for VA purposes if they are repeated (UNLESS IT IS THE FINAL SEMESTER!) If a program requires a higher grade than achieved, that course may be repeated. For example, if Nursing requires a “B” or better in Biology, then that course may be repeated if a “B” was not earned.

**The VA will pay your housing allowance and book allowance directly to you based on the Zip Code of the college at the pay rate of “E5 with dependents”.**

❖ **If you attend the Lanier Tech Forsyth campus use Zip code 30041.**

❖ **If you attend any other Lanier Tech Campus use Zip code 30566.**

### Housing allowance:

- Prorated by the student’s rate of pursuit. To get the maximum BAH (Basic Allowance for Housing) you must be full time (12 credit hours).
- **To get the maximum benefit, at least one class must be a lecture class. (The class must be held all in a classroom - not online or hybrid. MOST HYBRIDS DO NOT MEET VA’s REQUIREMENTS).**
- If you are taking all online classes, you will be paid at a lower rate; please see SCO for details.
- Monthly housing allowances are paid directly to the student.

### Book allowance:

- You are responsible for purchasing your own books. The VA will pay an annual book allowance up to your maximum percentage of eligibility
- The book percent ranges from 40% (\$16.67 per credit enrolled) to 100% (\$41.67 per credit enrolled), but no more than \$1,000 per calendar year, proportionately based on hours of enrollment.
- A maximum of 24 credit hours may be paid each academic year. (24 credits x \$41.67= \$1000.08)
- Academic years run from August 1<sup>st</sup> to July 31<sup>st</sup>
- NOTE: If you qualify for benefits at 60% then you get 60% on the book allowance as well.
- A one-time **rural benefit payment** of \$500 is available to individuals who reside in a county with six persons or fewer per square mile (as determined by the most recent decennial census), and who either:

**The VA highly recommends students plan carefully and take very seriously the classes for which they enroll. Dropping classes, reducing hours, or changing programs may result in an overpayment and the student will be responsible for returning the funds that were overpaid.**

**The chart below is used for determining the percentage of benefits a veteran may qualify for under the Post 9/11 – Chapter 33 GI Bill ®**

Eligible individuals include those who serve on active duty at least 90 aggregate days beginning on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days of continuous service. An Honorable character of service is now required for all service periods ending on or after January 4, 2011, including those with a condition Interfering With Duty (CIWD), a condition Existing Prior to Service (EPTS) Hardship (HDSP). CIWD, EPTS, and HDSP discharges prior to January 4, 2011 that are not dishonorable, may still be qualifying.

**The following table applies to all categories:**

Post-9/11 Service	Percentage of Maximum Amount Payable
At least 36 months	100%
At least 30 continuous days on active duty and discharged due to service-connected disability	100%
At least 30 months, but less than 36 months	90%
At least 24 months, but less than 30 months *	80%
At least 18 months, but less than 24 months	70%
At least 12 months, but less than 18 months	60%
At least 06 months, but less than 12 months	50%
At least 90 days, but less than 06 months	40%

**NOTE: Service of 90 days, but less than 24 months does not include entry level and skill training. Service of 24 months and greater does include entry level and skill training.**

**\* If you back out entry level and skill training and the aggregate days of service are still at least 730 days, then the entry level and skill training is included in the aggregate for determination of the level of benefit. If backing out entry level and skill training brings the person's service to less than 730 days, then it cannot be included in the aggregate for determination of the level of benefit.**

-The table above was copied from documentation provided by the VA office.



## VA Self-Service Options Saves You Time

Students receiving the Montgomery GI-Bill ® Active Duty or Selected Reserve are able to use the WAVE internet application on our main website (<https://www.gibill.va.gov/wave>) to:

- Submit a Monthly Verification of Enrollment
- Report a Change in Enrollment
- Change a Mailing Address
- Change a Direct Deposit
- View current Benefit Information
- Sign up for monthly reminder messages
- Determine if there is any “paperwork” pending at VA (coming soon)

**Visit us on the web at:  
WWW.GIBILL.VA.GOV**

### Don't Forget Our FAQ Website

Our Website contains an excellent Frequently Asked Questions area. This area of our website allows you to search our database of over 150 Frequently Asked Questions.

If you can't find an answer to your question, the site gives you the ability to establish a secure account and ask the VA any question that you may have.

All you need to establish an account is an email address. You will also be asked to make up a password so that only you will be able to access your account.

**ALL students receiving education benefits from VA can call:**

**1-888-GIBILL-1  
(1-888-442-4551)**

The VA automated phone system can answer many of your common questions quickly and easily. Below are some general instructions for the automated options.

- Dial 1-888-GIBILL-1
- Press 1 - if you have a touch tone phone.
- Press 1 - for information on you MGIB - Active Duty or Selected Reserve benefit.
  - Press 1 - for the amount of your last payment and the date it was processed.
  - Press 2 - for the date we mailed your monthly certification form – if mailed.
  - Press 3 - for the date we processed your last monthly certification of enrollment.
  - Press 4 - for general information on your last education award.
- Press 2 - for general information on other education benefits.
- Press 3 - to find out how to apply for benefits or where to send your application.

**Need to verify your enrollment  
but don't have Internet access?  
Call us at:**

**1-877-823-2378**

## **Evaluation of Previous Colleges & Military Training for Transfer Credit**

Veterans, reservists, service persons, etc. applying for VA Educational Benefits must provide Lanier Technical College with a copy of their DD-214(member 4), course completion certificates, official college transcripts from all previous colleges, official military transcripts along with a “Request for Transfer Credit” form so that the transcripts can be evaluated.

LANIER TECHNICAL COLLEGE IS NOT ALLOWED 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 change your program of study:**

- A) You will need to do a Change of Program form with Admissions **AND** the Lanier Technical College VA OFFICE.
- B) You will have to submit another “Request for Transfer Credit” form to the Registrar’s office for your transcripts to be reviewed towards your new program of study.

**If you have any further questions regarding your Official Military Transcript, please contact our VA office at Lanier Technical College for assistance.**



✓ Oakwood  ✓ Forsyth  ✓ Jackson  ✓ Winder-Barrow  ✓ Dawson

## LANIER TECHNICAL COLLEGE - REQUEST FOR TRANSFER CREDIT

· I will be a **NEW STUDENT** entering the semester checked below.

· I am **CURRENTLY ATTENDING** and request review for the semester checked below.

### Academic Year 2015-2016:

✓ **Summer Term (Mini-Semester) 2015**

✓ **Fall Semester 2015**

✓ **Spring Semester 2016**

### TRANSFER CREDIT WILL NOT BE REVIEWED ON REGISTRATION DAY-

Failure to request transfer credit review by deadline may result in transfer credit issues that remain unresolved by your scheduled registration date. Please note that some programs (Selective Admissions Programs) may have earlier deadlines for completing the transfer credit process. Please refer to admission information provided by your planned program of study in regard to deadline.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please note – we will correspond regarding transfer credit results via email.**

**Please print your email address clearly.**

Are you a Veteran of the US Military Service applying for VA Educational Benefits?  Yes  No

Lanier Tech Program of Study: \_\_\_\_\_

Lanier Tech Advisor: \_\_\_\_\_

List ALL Transfer Institutions: \_\_\_\_\_

\*Courses to be reviewed: \_\_\_\_\_

\*Unless otherwise indicated, students will be awarded transfer credit for all applicable courses.

#### Office Use Only

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Date Posted in Banner: \_\_\_\_\_ Date Results Emailed: \_\_\_\_\_

Dates Results Mailed: \_\_\_\_\_

## TRANSFER CREDIT PROCESS

- ⇒ Learning Support/Remedial/Developmental Studies courses **DO NOT TRANSFER.**
- ⇒ Full credit is typically awarded for courses taken at regionally accredited institutions.
- ⇒ ***There are time limitations on transfer of some courses, especially within the computer and allied health programs of study.***
- ⇒ Grades must be a "C" or better (2.00 on a 4.00 scale).
- ⇒ Credit hour value of the transferred course must equal the credit hour value of the Lanier Technical College course.
- ⇒ Only courses with content that equates to required courses within your Lanier Tech program are considered for transfer. (No blanket transfer of all coursework previously taken.) *Please indicate the program of study on which you wish the transfer credit evaluation to be based.*
- ⇒ **Courses shown as "in-progress" on any transcript cannot be considered for transfer credit until a final grade is awarded. It is the student's responsibility to request a final transcript and submit it along with a new Request for Transfer Credit form.**
- ⇒ **When requested, it is the student's responsibility to supply the Registrar's Office with the documentation necessary to evaluate the applicable courses (course syllabus, catalog course description, etc.).**
- ⇒ You will be notified of the results of your transfer credit review by e-mail. ***Please be certain your e-mail address is correct and can be easily read.***
- ⇒ Please complete all portions on the LANIER TECHNICAL COLLEGE - REQUEST FOR TRANSFER CREDIT FORM.
- ⇒ Your request will be processed as soon as possible. Requests received after the deadlines shown will be processed as quickly as possible, but may not be completed prior to your scheduled registration date.

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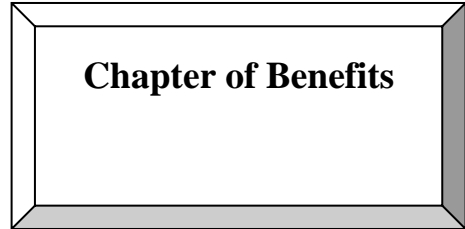
# CONTACT INFORMATION SHEET

PLEASE MAKE SURE THE INFORMATION YOU PROVIDE IS ACCURATE  
(Please write clearly)

NAME \_\_\_\_\_ SS# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PROGRAM OF STUDY \_\_\_\_\_

**\*\*MUST FILL OUT THIS QUESTION\*\*** →



MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

If you change any of your contact information, it is your responsibility to make necessary updates with this office. Seldom do we need to contact you, but if we do, it is vital that we are able to find you. If you cannot be reached via phone, email, or mail, this could result in a termination of benefits until we are contacted.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
TODAY'S DATE

Please return to the VA Office at Lanier Technical College  
School Certifying Official's Information:

**Oakwood Campus**  
**2990 Landrum Education Dr.**  
**Oakwood, GA 30566**  
**770-533-7022**  
**Fax: (678)989-3181**

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# Lanier Technical College Office of Veterans Affairs

## Statement of Understanding

*Please carefully read and initial each line.*

\_\_\_\_\_ I understand I am responsible for notifying Lanier Technical College's Veterans Affairs Office each and every semester I attend. I understand VA will only pay for courses used towards my major.

\_\_\_\_\_ I understand that the Lanier Tech Veterans Affairs Office will not discuss any VA educational benefits with a spouse or parent(s) unless the FERPA form is completed and a copy is placed in my file.

\_\_\_\_\_ I understand that it is my responsibility to provide Lanier Technical College with a copy of my Certificate of Eligibility issued by the Department of Veterans Affairs.

\_\_\_\_\_ I understand that if I am using my VA Educational Benefits for the first time, my enrollment will not be submitted to the VA until a copy of my Certificate of Eligibility is provided to Lanier Technical College.

\_\_\_\_\_ I understand I must report any of the following changes to the Lanier Technical College Veterans Affairs Office immediately. Failure to do will result in the suspension or denial of future benefits and/or require repayment of benefits already received.

- \_\_\_\_\_ 1. Withdraw from school
- \_\_\_\_\_ 2. Dropped classes
- \_\_\_\_\_ 3. Added classes
- \_\_\_\_\_ 4. Changes in major or program of study

\_\_\_\_\_ I understand that satisfactory academic progress, personal conduct, and attendance must be maintained according to school policy. This information is reported to the VA every semester by the School Certifying Official (SCO), per VA rules and regulations.

\_\_\_\_\_ I understand that Lanier Technical College will Certify Enrollment in a timely manner, however, the Regional VA Office in Atlanta may take 6-10 weeks (sometimes longer) issue funds. No funds come directly from the SCO.

\_\_\_\_\_ I understand that if I have any questions regarding the receipt of funds, I understand I should first contact the Veterans Affairs Office to verify that my enrollment has been certified and has been submitted to the Atlanta VA Regional Office. I will contact the VARPO for all money issues at 1 (888) 442- 4551.

\_\_\_\_\_ FOR Chapter 33-Post 9/11 Educational Benefits Students: I understand that the VA pays tuition and fees directly to Lanier Technical College on my behalf. If there is any overpayment of funds and a refund occurs it is I, the student's, responsibility to pay the overpayment back to VA.

\_\_\_\_\_ I understand that if I make changes to my schedule, after I have told the SCO that my schedule is ready to be certified, then those changes may result in overpayments. This can be, but not limited to, changing programs, adding classes, dropping classes, or withdrawing completely from a program.

\_\_\_\_\_ I understand that if I only qualify for a percentage of the VA benefits, or if I am considered out-of-state, then I am responsible for paying any tuition and fees that are not covered by the VA.

\_\_\_\_\_ I have received information containing Lanier Technical College's Veterans Affairs office phone numbers and hours and also the Department of Veterans Affairs toll free number and website.

Student Signature: \_\_\_\_\_ Lanier Tech ID#: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM WILL BE KEPT IN YOUR LANIER TECHNICAL COLLEGE VETERANS AFFAIRS FILE FOLDER. A COPY OF THIS STATEMENT CAN BE PROVIDED TO YOU UPON REQUEST.**

Date Received (For Office Use Only):



## CHAPTER 30 EDUCATIONAL BENEFITS PACKET



**Welcome and thank you for your interest in Lanier Technical College. Great Careers Begin Here!** This packet contains all the information you need to utilize your benefits at LTC. If you have any questions, please feel free to contact our Financial Aid Department’s School Certifying Official. The Department of Veterans Affairs pays education benefits to qualified veterans and reservists who are attending approved courses or programs.

Spend some time on the GI BILL® website to find out which benefits package is best for you. Each package is different, with varying requirements and payment stipulations. Some of the choices can be irrevocable.

**Be sure of what you want before you apply for VA benefits!**

- <http://www.gibill.va.gov/apply-for-benefits/road-map/>
- [http://gibill.va.gov/resources/benefits\\_resources/benefit\\_comparison\\_tools.html](http://gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html)

- Complete the **Application for Education Benefits** through the Veterans Online Applications web site (VONAPP): <http://www.vabenefits.vba.va.gov/vonapp>

**You will receive your “Certificate of Eligibility” from the VA directly. Once you have this document, it is your responsibility to get Lanier Technical College a copy.** The VA does not provide the school with any information directly on your behalf. We must have that document (or a printed copy of your education entitlement from the eBenefits site) on file in order to secure your schedule and get you certified. **MAKE THIS A PRIORITY!**

- Make sure all requested documents are completed and submitted to our office.

**These documents are required before your file can be completed:**

	<b>Certificate of Eligibility (VERY IMPORTANT!)</b>
	<b>Official Military Transcript <a href="https://jst.doded.mil/">https://jst.doded.mil/</a> (if applicable)</b>
	<b>Copy of DD214 (if applicable)</b>

Post 9/11 - Chapter 33 Veterans wishing to transfer benefits to dependents must apply with the Department of Defense. (Specific requirements apply.) For information on transferability, please visit:  
[http://www.gibill.va.gov/documents/Post-911\\_Transferability.pdf](http://www.gibill.va.gov/documents/Post-911_Transferability.pdf)

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### What Is the Montgomery GI Bill® - Active Duty?

The Montgomery GI Bill® - Active Duty, called "MGIB" for short, provides up to 36 months of education benefits to eligible veterans for:

- College, Business, Technical or Vocational school
- On-the-Job Training and Apprenticeship Programs
- Remedial, Deficiency, and Refresher Training (in some cases)
- The cost of tests for licenses or certifications needed to get, keep, or advance in a job
- Tuition Assistance: "Top-Up"
- Correspondence Courses
- Flight Training (in some cases)
- National Tests

*Note:* VA does not approve schools or programs for benefits. Each individual state approves schools and courses. To find out if your school or program is approved for VA educational benefits under MGIB, contact your school's VA Certifying Official, or call VA at the toll-free number below.

### Who Is Eligible?

If you are currently in service, you may be eligible after two years of active duty. Please consult with the Education Services Officer at your installation, or call the toll-free number below, for information about your eligibility.

*If you are separated from service, you may be an eligible veteran if you:*

- Entered active duty for the first time after June 30, 1985;
- Received a high school diploma or equivalent (or, in some cases, 12 hours of college credit) before the end of your first obligated period of service;
- Received an honorable discharge;
- Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you have an obligation to serve four years in the Selected Reserve AND entered Selected Reserve within a year of leaving active duty.

*Note:* Different rules may apply if you entered active duty before July 1, 1985. Call the toll-free number (below) for more information.

### Are There Any Pitfalls?

You should be aware that the following pitfalls could cause you to lose all MGIB® benefits:

**General Discharge.** You must have an honorable discharge to be eligible for education benefits. A "general" or "under honorable condition" makes you ineligible for education benefits.

**Early Discharge.** To be eligible with an early discharge, your separation reason must meet certain requirements. Call the toll-free number below (or if you are on active duty, check with your Education Services Officer) for more information.

### How Much Does VA Pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB® Fund (called "kickers"). Typically, you have ten years to use your MGIB benefits. The current full-time rate for those with three or more years of service and enrolled in an institutional program is **\$1,717 per month**. This amount may be subject to change at the start of each fiscal year. The next year begins October 1<sup>st</sup>, 2014.

**For More Information, Call Toll-Free 1-888-GIBILL-1 (1-888-442-4551)  
Or Visit Our Web Site at <http://www.gibill.va.gov>.**





## VA Self-Service Options Saves You Time

Students receiving the Montgomery GI-Bill ® Active Duty or Selected Reserve are able to use the WAVE internet application on our main website (<https://www.gibill.va.gov/wave>) to:

- Submit a Monthly Verification of Enrollment
- Report a Change in Enrollment
- Change a Mailing Address
- Change a Direct Deposit
- View current Benefit Information
- Sign up for monthly reminder messages
- Determine if there is any “paperwork” pending at VA (coming soon)

**Visit us on the web at:  
WWW.GIBILL.VA.GOV**

### Don't Forget Our FAQ Website

Our Website contains an excellent Frequently Asked Questions area. This area of our website allows you to search our database of over 150 Frequently Asked Questions.

If you can't find an answer to your question, the site gives you the ability to establish a secure account and ask the VA any question that you may have.

All you need to establish an account is an email address. You will also be asked to make up a password so that only you will be able to access your account.

**ALL students receiving education benefits from VA can call:**

**1-888-GIBILL-1  
(1-888-442-4551)**

The VA automated phone system can answer many of your common questions quickly and easily. Below are some general instructions for the automated options.

- Dial 1-888-GIBILL-1
- Press 1 - if you have a touch tone phone.
- Press 1 - for information on you MGIB - Active Duty or Selected Reserve benefit.
  - Press 1 - for the amount of your last payment and the date it was processed.
  - Press 2 - for the date we mailed your monthly certification form – if mailed.
  - Press 3 - for the date we processed your last monthly certification of enrollment.
  - Press 4 - for general information on your last education award.
- Press 2 - for general information on other education benefits.
- Press 3 - to find out how to apply for benefits or where to send your application.

**Need to verify your enrollment  
but don't have Internet access?  
Call us at:**

**1-877-823-2378**

## **Evaluation of Previous Colleges & Military Training for Transfer Credit**

Veterans, reservists, service persons, etc. applying for VA Educational Benefits must provide Lanier Technical College with a copy of their DD-214(member 4), course completion certificates, official college transcripts from all previous colleges, official military transcripts along with a “Request for Transfer Credit” form so that the transcripts can be evaluated.

LANIER TECHNICAL COLLEGE IS NOT ALLOWED 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 change your program of study:**

- A) You will need to do a Change of Program form with Admissions **AND** the Lanier Technical College VA OFFICE.
- B) You will have to submit another “Request for Transfer Credit” form to the Registrar’s office for your transcripts to be reviewed towards your new program of study.

**If you have any further questions regarding your Official Military Transcript, please contact our VA office at Lanier Technical College for assistance.**

✓ Oakwood  ✓ Forsyth  ✓ Jackson  ✓ Winder-Barrow  ✓ Dawson

## LANIER TECHNICAL COLLEGE - REQUEST FOR TRANSFER CREDIT

· I will be a **NEW STUDENT** entering the semester checked below.

· I am **CURRENTLY ATTENDING** and request review for the semester checked below.

### Academic Year 2015-2016:

✓ **Summer Term (Mini-Semester) 2015**

✓ **Fall Semester 2015**

✓ **Spring Semester 2016**

### TRANSFER CREDIT WILL NOT BE REVIEWED ON REGISTRATION DAY-

Failure to request transfer credit review by deadline may result in transfer credit issues that remain unresolved by your scheduled registration date. Please note that some programs (Selective Admissions Programs) may have earlier deadlines for completing the transfer credit process. Please refer to admission information provided by your planned program of study in regard to deadline.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please note – we will correspond regarding transfer credit results via email.**

**Please print your email address clearly.**

Are you a Veteran of the US Military Service applying for VA Educational Benefits?  Yes  No

Lanier Tech Program of Study: \_\_\_\_\_

Lanier Tech Advisor: \_\_\_\_\_

List ALL Transfer Institutions: \_\_\_\_\_  
\_\_\_\_\_

\*Courses to be reviewed: \_\_\_\_\_  
\_\_\_\_\_

\*Unless otherwise indicated, students will be awarded transfer credit for all applicable courses.

#### Office Use Only

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Date Posted in Banner: \_\_\_\_\_ Date Results Emailed: \_\_\_\_\_

Dates Results Mailed: \_\_\_\_\_

## TRANSFER CREDIT PROCESS

- ⇒ Learning Support/Remedial/Developmental Studies courses **DO NOT TRANSFER.**
- ⇒ Full credit is typically awarded for courses taken at regionally accredited institutions.
- ⇒ ***There are time limitations on transfer of some courses, especially within the computer and allied health programs of study.***
- ⇒ Grades must be a "C" or better (2.00 on a 4.00 scale).
- ⇒ Credit hour value of the transferred course must equal the credit hour value of the Lanier Technical College course.
- ⇒ Only courses with content that equates to required courses within your Lanier Tech program are considered for transfer. (No blanket transfer of all coursework previously taken.) *Please indicate the program of study on which you wish the transfer credit evaluation to be based.*
- ⇒ **Courses shown as "in-progress" on any transcript cannot be considered for transfer credit until a final grade is awarded. It is the student's responsibility to request a final transcript and submit it along with a new Request for Transfer Credit form.**
- ⇒ **When requested, it is the student's responsibility to supply the Registrar's Office with the documentation necessary to evaluate the applicable courses (course syllabus, catalog course description, etc.).**
- ⇒ You will be notified of the results of your transfer credit review by e-mail. ***Please be certain your e-mail address is correct and can be easily read.***
- ⇒ Please complete all portions on the LANIER TECHNICAL COLLEGE - REQUEST FOR TRANSFER CREDIT FORM.
- ⇒ Your request will be processed as soon as possible. Requests received after the deadlines shown will be processed as quickly as possible, but may not be completed prior to your scheduled registration date.



## Catch the **WAVE**...and Keep Your **MGIB®** Benefits Sailing

**Smoothly!** Attention: Veterans receiving Montgomery GI Bill® – Active Duty and Selected Reserve, REAP and VRAP benefits can use **WAVE** to submit monthly verifications. Students who are in a certificate or diploma program (not degree) using Survivor or Dependent Benefits must also verify enrollment each month.

### Why Should I use WAVE?

- WAVE (Web Automated Verification of Enrollment) is available 24 hours a day, 7 days per week.
- You can check on the status of your record, and report changes in your enrollment directly to VA.
- WAVE is the only system available to students world-wide.

### How Do I use WAVE?

- Go to <http://www.gibill.va.gov> and click on WAVE
- Follow the log-in instructions.

### What Else Can I Do On WAVE?

You can find out the following:

- Has my request for benefits been processed?

Click on Benefit Status Information to see if VA has updated your record to show your current enrollment. If you've received benefits in a previous semester, your record will display on WAVE.

- Has my monthly verification "hit"?

You can see if your verification has been processed, including changes in your enrollment. Be sure to allow two business days for processing of "no-change" verifications. It's not a "real time" system. Changes to your enrollment will take longer.

- Can I start or change my direct deposit?

You can use WAVE to submit your Direct Deposit information. The information is sent to our Direct Deposit Center for processing.

- Can VA send me a reminder to do my month verification?

If you choose, WAVE will e-mail you a reminder to verify at the first of the month and again mid-month if you still need to verify. WAVE can also send you your password if you forget it.

### Can I still use the phone for month verifications?

Yes, just dial 1-877-823-2378 and follow the instructions. However, for any changes to enrollment, you must use the WAVE System.

## VETERAN BENEFITS INFORMATION

Please be aware that it typically takes 6 weeks for your VA Application to be processed by the Department of Veterans Affairs. **Enrollment information is submitted to the VA after your registration for the term is completed.**

The VA requires that transcripts for all previous institutions AND Military training be submitted to the college for evaluation of transfer of credit. VA prohibits colleges to certify a student past the second semester if transfer of credit has not been requested AND the evaluation has not been completed.

- **The charges listed below may NOT be certified for Veterans Benefits:**

1. Audited courses
2. Exempted courses
3. Courses not required for the completion of your declared program of study  
\*\*\*Be sure to get a copy of your academic program flyer and follow it when registering.
4. Repeating Courses  
Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Courses that are successfully completed may not be certified for VA purposes if they are repeated (UNLESS IT IS THE FINAL SEMESTER!) If a program requires a higher grade than achieved, that course may be repeated. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned.
5. Late fees
6. "Out-of-state" tuition doubles when a student is considered out of state. VA will only pay for the in-state rates and fees.
7. Interval between semesters is no longer paid by VA
8. Remedial classes - only paid if taken in class room (online and **most hybrids do not qualify**. If you must consider a hybrid, be sure to check with the certifying official to see if your specific class meets VA requirements).

- **As a recipient of Veterans Benefits, you are responsible for notifying the Financial Aid Office if you MAKE CHANGES TO YOUR SCHEDULE OR ENROLLMENT!**

**I certify that I have read and I understand the statements listed above.**

\_\_\_\_\_  
Veteran Name (Print)

\_\_\_\_\_  
Veteran's Social Security

\_\_\_\_\_  
Student Name (if dependent/survivor benefits)

\_\_\_\_\_  
Student's Social Security (dependent/ survivor)

\_\_\_\_\_  
Veteran Signature (write 'survivor' if survivor benefits)

\_\_\_\_\_  
Today's Date



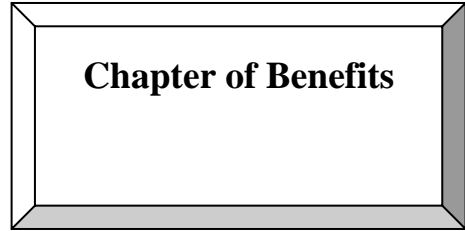
# CONTACT INFORMATION SHEET

PLEASE MAKE SURE THE INFORMATION YOU PROVIDE IS ACCURATE  
(Please write clearly)

NAME \_\_\_\_\_ SS# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PROGRAM OF STUDY \_\_\_\_\_

**\*\*MUST FILL OUT THIS QUESTION\*\*** →



MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

If you change any of your contact information, it is your responsibility to make necessary updates with this office. Seldom do we need to contact you, but if we do, it is vital that we are able to find you. If you cannot be reached via phone, email, or mail, this could result in a termination of benefits until we are contacted.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
TODAY'S DATE

School Certifying Official's Information:

**Oakwood Campus**  
**2990 Landrum Education Dr.**  
**Oakwood, GA 30566**  
**770-533-7022**  
**Fax: (678)989-3181**

*Lanier Technical College is an Equal Opportunity Education Institute  
A Unit of the Technical College System of Georgia*

# Lanier Technical College Office of Veterans Affairs

## Statement of Understanding

*Please carefully read and initial each line.*

\_\_\_\_\_ I understand I am responsible for notifying Lanier Technical College's Veterans Affairs Office each and every semester I attend. I understand VA will only pay for courses used towards my major.

\_\_\_\_\_ I understand that the Lanier Tech Veterans Affairs Office will not discuss any VA educational benefits with a spouse or parent(s) unless the FERPA form is completed and a copy is placed in my file.

\_\_\_\_\_ I understand that it is my responsibility to provide Lanier Technical College with a copy of my Certificate of Eligibility issued by the Department of Veterans Affairs.

\_\_\_\_\_ I understand that if I am using my VA Educational Benefits for the first time, my enrollment will not be submitted to the VA until a copy of my Certificate of Eligibility is provided to Lanier Technical College.

\_\_\_\_\_ I understand I must report any of the following changes to the Lanier Technical College Veterans Affairs Office immediately. Failure to do will result in the suspension or denial of future benefits and/or require repayment of benefits already received.

- \_\_\_\_\_ 1. Withdraw from school
- \_\_\_\_\_ 2. Dropped classes
- \_\_\_\_\_ 3. Added classes
- \_\_\_\_\_ 4. Changes in major or program of study

\_\_\_\_\_ I understand that satisfactory academic progress, personal conduct, and attendance must be maintained according to school policy. This information is reported to the VA every semester by the School Certifying Official (SCO), per VA rules and regulations.

\_\_\_\_\_ I understand that Lanier Technical College will Certify Enrollment in a timely manner, however, the Regional VA Office in Atlanta may take 6-10 weeks (sometimes longer) issue funds. No funds come directly from the SCO.

\_\_\_\_\_ I understand that if I have any questions regarding the receipt of funds, I understand I should first contact the Veterans Affairs Office to verify that my enrollment has been certified and has been submitted to the Atlanta VA Regional Office. I will contact the VARPO for all money issues at 1 (888) 442- 4551.

\_\_\_\_\_ FOR Chapter 33-Post 9/11 Educational Benefits Students: I understand that the VA pays tuition and fees directly to Lanier Technical College on my behalf. If there is any overpayment of funds and a refund occurs it is I, the student's, responsibility to pay the overpayment back to VA.

\_\_\_\_\_ I understand that if I make changes to my schedule, after I have told the SCO that my schedule is ready to be certified, then those changes may result in overpayments. This can be, but not limited to, changing programs, adding classes, dropping classes, or withdrawing completely from a program.

\_\_\_\_\_ I understand that if I only qualify for a percentage of the VA benefits, or if I am considered out-of-state, then I am responsible for paying any tuition and fees that are not covered by the VA.

\_\_\_\_\_ I have received information containing Lanier Technical College's Veterans Affairs office phone numbers and hours and also the Department of Veterans Affairs toll free number and website.

Student Signature: \_\_\_\_\_ Lanier Tech ID#: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM WILL BE KEPT IN YOUR LANIER TECHNICAL COLLEGE VETERANS AFFAIRS FILE FOLDER. A COPY OF THIS STATEMENT CAN BE PROVIDED TO YOU UPON REQUEST.**

Date Received (For Office Use Only):



## CHAPTER 1606 EDUCATIONAL BENEFITS PACKET



**Welcome and thank you for your interest in Lanier Technical College. Great Careers Begin Here!** This packet contains all the information you need to utilize your benefits at LTC. If you have any questions, please feel free to contact our Financial Aid Department’s School Certifying Official. The Department of Veterans Affairs pays education benefits to qualified veterans and reservists who are attending approved courses or programs.

- Spend some time on the GI BILL® website to find out which benefits package is best for you. Each package is different, with varying requirements and payment stipulations. Some of the choices can be irrevocable.  
**Be sure of what you want before you apply for VA benefits!**
  - <http://www.gibill.va.gov/apply-for-benefits/road-map/>
  - [http://gibill.va.gov/resources/benefits\\_resources/benefit\\_comparison\\_tools.html](http://gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html)
- Complete the **Application for Education Benefits** through the Veterans Online Applications web site (VONAPP): <http://www.vabenefits.vba.va.gov/vonapp>  
**You will receive your “Certificate of Eligibility” from the VA directly. Once you have this document, it is your responsibility to get Lanier Technical College a copy.** The VA does not provide the school with any information directly on your behalf. We must have that document (or a printed copy of your education entitlement from the eBenefits site) on file in order to secure your schedule and get you certified. **MAKE THIS A PRIORITY!**
- Make sure all requested documents are completed and submitted to our office.

**These documents are required before your file can be completed:**

	<b>Certificate of Eligibility (VERY IMPORTANT!)</b>
	<b>Official Military Transcript <a href="https://jst.doded.mil/">https://jst.doded.mil/</a> (if applicable)</b>
	<b>Copy of DD214 (if applicable)</b>

Post 9/11 - Chapter 33 Veterans wishing to transfer benefits to dependents must apply with the Department of Defense. (Specific requirements apply.) For information on transferability, please visit:  
[http://www.gibill.va.gov/documents/Post-911\\_Transferability.pdf](http://www.gibill.va.gov/documents/Post-911_Transferability.pdf)

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**What Is the Montgomery GI Bill® - Selected Reserve?**

The Montgomery GI Bill® - Selected Reserve is an education program that provides up to 36 months of education benefits to members of the Selected Reserve. This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, as well as the Army National Guard and the Air National Guard. It is the first program that doesn't require a person to serve on active duty in the regular Armed Forces to qualify.

An eligible reservist may get education benefits while in a program approved for VA training. For information about the types of training available, call the toll-free number listed at the bottom of the page.

**Who Is Eligible?**

You may be considered an eligible reservist or National Guard member if:

- after June 30, 1985, you signed a six-year obligation to serve in the Selected Reserve, AND
- you completed your Initial Active Duty for Training (IADT), AND
- you got your High School Diploma or GED before you completed your IADT, AND
- you are in good standing in a drilling Selected Reserve unit

If you stay in the Selected Reserves, benefits generally end 10 years from the date you became eligible for the program if you became eligible before October 1, 1992. Benefits generally end 14 years from the date you became eligible if you became eligible on or after October 1, 1992. Your period of eligibility may be extended, if you were unable to train because of a service-related disability. Typically, your eligibility ends when you leave the Selected Reserves.

**Note:** If you are an officer in the Selected Reserve **OR** if you entered active duty from the Selected Reserve after November 29, 1989, call the toll-free number below for additional eligibility requirements.

**How Much Does VA Pay?**

The monthly benefit paid to you is based on the type of training. If you are attending school, your payment is based on your training time (i.e. full time, half time, etc). The current full-time rate for college training is \$367 per month.

**How Can You Apply?**

Your unit will give you a *Notice of Basic Eligibility* (DD Form 2384 or 2384-1) when you become eligible for Montgomery GI Bill® - Selected Reserve. Once you find a program approved for VA training, complete the online application through the VONAPP web site).

**Related Benefits**

Work-Study Program  
Tutorial Assistance  
Educational and Vocational Counseling

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# VA Education News

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Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please note – we will correspond regarding transfer credit results via email.**

**Please print your email address clearly.**

Are you a Veteran of the US Military Service applying for VA Educational Benefits?  Yes  No

Lanier Tech Program of Study: \_\_\_\_\_

Lanier Tech Advisor: \_\_\_\_\_

List ALL Transfer Institutions: \_\_\_\_\_

\*Courses to be reviewed: \_\_\_\_\_

\*Unless otherwise indicated, students will be awarded transfer credit for all applicable courses.

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- Can I start or change my direct deposit?

You can use WAVE to submit your Direct Deposit information. The information is sent to our Direct Deposit Center for processing.

- Can VA send me a reminder to do my month verification?

If you choose, WAVE will e-mail you a reminder to verify at the first of the month and again mid-month if you still need to verify. WAVE can also send you your password if you forget it.

### **Can I still use the phone for month verifications?**

Yes, just dial 1-877-823-2378 and follow the instructions. However, for any changes to enrollment, you must use the WAVE System.

## VETERAN BENEFITS INFORMATION

Please be aware that it typically takes 6 weeks for your VA Application to be processed by the Department of Veterans Affairs. **Enrollment information is submitted to the VA after your registration for the term is completed.**

The VA requires that transcripts for all previous institutions AND Military training be submitted to the college for evaluation of transfer of credit. VA prohibits colleges to certify a student past the second semester if transfer of credit has not been requested AND the evaluation has not been completed.

- **The charges listed below may NOT be certified for Veterans Benefits:**
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  2. Exempted courses
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\*\*\*Be sure to get a copy of your academic program flyer and follow it when registering.
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Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated. Courses that are successfully completed may not be certified for VA purposes if they are repeated (UNLESS IT IS THE FINAL SEMESTER!) If a program requires a higher grade than achieved, that course may be repeated. For example, if Nursing requires a "B" or better in Biology, then that course may be repeated if a "B" was not earned.
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  6. "Out-of-state" tuition doubles when a student is considered out of state. VA will only pay for the in-state rates and fees.
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- **As a recipient of Veterans Benefits, you are responsible for notifying the Financial Aid Office if you MAKE CHANGES TO YOUR SCHEDULE OR ENROLLMENT!**

**I certify that I have read and I understand the statements listed above.**

---

Veteran Name (Print)

---

Veteran's Social Security

---

Student Name (if dependent/survivor benefits)

---

Student's Social Security (dependent/ survivor)

---

Veteran Signature (write 'survivor' if survivor benefits)

---

Today's Date

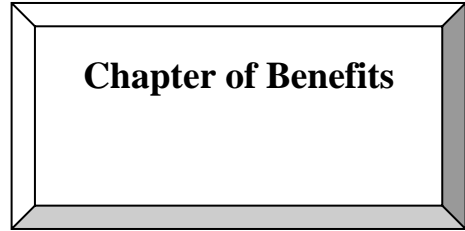
# CONTACT INFORMATION SHEET

PLEASE MAKE SURE THE INFORMATION YOU PROVIDE IS ACCURATE  
(Please write clearly)

NAME \_\_\_\_\_ SS# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PROGRAM OF STUDY \_\_\_\_\_

**\*\*MUST FILL OUT THIS QUESTION\*\*** →



MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

If you change any of your contact information, it is your responsibility to make necessary updates with this office. Seldom do we need to contact you, but if we do, it is vital that we are able to find you. If you cannot be reached via phone, email, or mail, this could result in a termination of benefits until we are contacted.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
TODAY'S DATE

School Certifying Official's Information:

**Oakwood Campus**  
**2990 Landrum Education Dr.**  
**Oakwood, GA 30566**  
**770-533-7022**  
**Fax: (678)989-3181**

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04/20/2015 GSS

# Lanier Technical College Office of Veterans Affairs

## Statement of Understanding

*Please carefully read and initial each line.*

\_\_\_\_\_ I understand I am responsible for notifying Lanier Technical College's Veterans Affairs Office each and every semester I attend. I understand VA will only pay for courses used towards my major.

\_\_\_\_\_ I understand that the Lanier Tech Veterans Affairs Office will not discuss any VA educational benefits with a spouse or parent(s) unless the FERPA form is completed and a copy is placed in my file.

\_\_\_\_\_ I understand that it is my responsibility to provide Lanier Technical College with a copy of my Certificate of Eligibility issued by the Department of Veterans Affairs.

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\_\_\_\_\_ I understand I must report any of the following changes to the Lanier Technical College Veterans Affairs Office immediately. Failure to do will result in the suspension or denial of future benefits and/or require repayment of benefits already received.

- \_\_\_\_\_ 1. Withdraw from school
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\_\_\_\_\_ I have received information containing Lanier Technical College's Veterans Affairs office phone numbers and hours and also the Department of Veterans Affairs toll free number and website.

Student Signature: \_\_\_\_\_ Lanier Tech ID#: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM WILL BE KEPT IN YOUR LANIER TECHNICAL COLLEGE VETERANS AFFAIRS FILE FOLDER. A COPY OF THIS STATEMENT CAN BE PROVIDED TO YOU UPON REQUEST.**

Date Received (For Office Use Only):



**What is the Financial Aid VA Shopping Sheet?**

The Financial Aid Shopping Sheet is a consumer tool Lanier Technical College is using to notify students who file a Free Application for Federal Student Aid (FAFSA) and are using Veterans Affairs Educational Benefits. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so that they can make informed decisions.

**Will all veteran students have access to the Financial Aid Shopping Sheet?**

Only students who file a FAFSA and indicate that they are using VA Education Benefits will have access to the Financial Aid Shopping Sheet.

**Where will I find my Financial Aid Shopping Sheet?**

You can access it by logging into BANNER Web at: <http://www.laniertech.edu>. Key in your 9 digit student ID number as your User ID and your Date of Birth as your PIN (if you have not changed it). Select "Admissions, Student and Financial Aid". Select "Financial Aid". Select "Shopping Sheet". Select "current aid year".

**What is the Estimated Cost of Attendance?**

The estimated cost of attendance (COA) is intended to provide you with an idea of what it will cost you to attend Lanier Tech as a full-time student, enrolling for three terms: **Fall 2015, Spring 2015 and Summer 2016**. The Cost of Attendance includes an estimated budget amount for tuition and fees, room and board, books, transportation and miscellaneous personal expenses. **Your own expenses will vary depending on a variety of factors, including enrollment, housing and lifestyle choices.**

**Why aren't my military-related education benefits included on my Shopping Sheet?**

Veteran -related benefits are not included on the Shopping Sheet because the amounts cannot be determined until you have applied to the Veterans Administration and received a Certificate of Eligibility.

**What are the "Net Costs" on the Shopping Sheet?**

The net cost on the Financial Aid Shopping Sheet reflects a calculation showing the estimated cost of attendance minus the total grants and scholarships awarded to you based on your eligibility after the filing the FAFSA. It does not reflect the amount which you are responsible to pay after your VA educational benefits are applied (POST 911) and it does not factor in personal choices that may increase or reduce your actual cost of attendance.

**What do the statistics about Lanier Tech on the right side of the Shopping Sheet mean?**

The metrics related to graduation rate, loan default rate (we do not participate in the federal student aid loan program) and median borrowing reflect average statistics for full-time students. Your own experience may be different.

**Who do I contact if I have questions?**

If you have any questions about your military-related education benefits, please contact Shay Snow, Lanier Tech's VA Certifying Official, at **770-533-7022** or [ssnow@laniertech.edu](mailto:ssnow@laniertech.edu)



## CHAPTER 32 (VEAP) EDUCATIONAL BENEFITS PACKET



**Welcome and thank you for your interest in Lanier Technical College. Great Careers Begin Here!** This packet contains all the information you need to utilize your benefits at LTC. If you have any questions, please feel free to contact our Financial Aid Department's School Certifying Official. The Department of Veterans Affairs pays education benefits to qualified veterans and reservists who are attending approved courses or programs.

- Spend some time on the GI BILL® website to find out which benefits package is best for you. Each package is different, with varying requirements and payment stipulations. Some of the choices can be irrevocable.

**Be sure of what you want before you apply for VA benefits!**

- <http://www.gibill.va.gov/apply-for-benefits/road-map/>
- [http://gibill.va.gov/resources/benefits\\_resources/benefit\\_comparison\\_tools.html](http://gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html)

- Complete the **Application for Education Benefits** through the Veterans Online Applications web site (VONAPP): <http://www.vabenefits.vba.va.gov/vonapp>

**You will receive your "Certificate of Eligibility" from the VA directly. Once you have this document, it is your responsibility to get Lanier Technical College a copy.** The VA does not provide the school with any information directly on your behalf. We must have that document (or a printed copy of your education entitlement from the eBenefits site) on file in order to secure your schedule and get you certified. **MAKE THIS A PRIORITY!**

- Make sure all requested documents are completed and submitted to our office.

**These documents are required before your file can be completed:**

	<b>Certificate of Eligibility (VERY IMPORTANT!)</b>
	<b>Official Military Transcript <a href="https://jst.doded.mil/">https://jst.doded.mil/</a> (if applicable)</b>
	<b>Copy of DD214 (if applicable)</b>

Post 9/11 - Chapter 33 Veterans wishing to transfer benefits to dependents must apply with the Department of Defense. (Specific requirements apply.) For information on transferability, please visit: [http://www.gibill.va.gov/documents/Post-911\\_Transferability.pdf](http://www.gibill.va.gov/documents/Post-911_Transferability.pdf)

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## Post-Vietnam Veterans' Educational Assistance Program (VEAP) - Chapter 32

### What Is VEAP?

The Post-Vietnam Veterans' Educational Assistance Program (VEAP) is an education benefit for veterans who paid into VEAP while they were in the service. Eligible veterans may be entitled to as much as 36 months of training. Eligibility usually ends 10 years after getting out of the service, but the time limit can be longer in certain cases. Eligible veterans may pursue any of the following types of training:

- College or University Programs
- Business, Technical or Vocational Training
- On-the-Job Training and Apprenticeship Programs
- Remedial, Deficiency, and Refresher Training (in some cases)
- National Tests
- Correspondence Courses
- Flight Training (in some cases)
- High School Diploma or Equivalent
- The cost of tests for licenses or certifications needed to get, keep, or advance a job

**Note:** VA does not approve schools or programs for benefits. Each individual state approves schools and courses. To find out if your school or program is approved for VA educational benefits under VEAP, contact your school's VA Certifying Official, or call the toll-free number below.

### Who Is Eligible?

To establish eligibility to VEAP, you must have:

- first entered active duty after December 31, 1976 and before July 1, 1985, **AND**
- contributed to VEAP before April 1, 1987, **AND**
- completed your first period of service, **AND**
- been discharged under conditions other than dishonorable.

**Note:** You may be eligible for education benefits if you are still on active duty, call the toll-free number below for details about your eligibility for VEAP or to find out if you may switch to the Montgomery GI Bill.

### What Does VA Pay?

The total dollar amount of your benefits is the sum of:

- Your total contributions, **PLUS**
- Matching funds from VA equal to 2 times your contributions, **PLUS**
- Any DOD contributions or "kickers"

The monthly amount you'll receive is based on the total (above), the number of months you contributed, the type of training you are pursuing, and your training time (i.e. full-time, half-time, etc.)

**Note:** Contributions may be refunded. Please call the toll-free number below for more information.

### Related Benefits

Work-Study Program

Tutorial Assistance

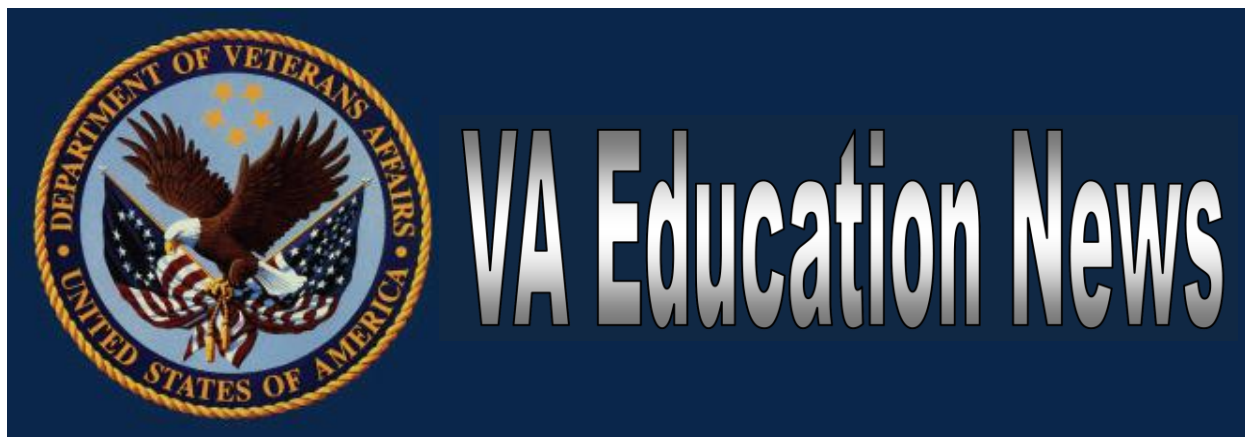
Noncontributory *VEAP* (Sec. 903)

Refund of Contributions

**For More Information, Call Toll-Free 1-888-GIBILL-1 (1-888-442-4551)**

**Or Visit Our Web Site at <http://www.gibill.va.gov>.**

EOI



## VA Self-Service Options Saves You Time

Students receiving the Montgomery GI-Bill ® Active Duty or Selected Reserve are able to use the WAVE internet application on our main website (<https://www.gibill.va.gov/wave>) to:

- Submit a Monthly Verification of Enrollment
- Report a Change in Enrollment
- Change a Mailing Address
- Change a Direct Deposit
- View current Benefit Information
- Sign up for monthly reminder messages
- Determine if there is any “paperwork” pending at VA (coming soon)

**Visit us on the web at:  
WWW.GIBILL.VA.GOV**

### Don't Forget Our FAQ Website

Our Website contains an excellent Frequently Asked Questions area. This area of our website allows you to search our database of over 150 Frequently Asked Questions.

If you can't find an answer to your question, the site gives you the ability to establish a secure account and ask the VA any question that you may have.

All you need to establish an account is an email address. You will also be asked to make up a password so that only you will be able to access your account.

**ALL students receiving education benefits from VA can call:**

**1-888-GIBILL-1  
(1-888-442-4551)**

The VA automated phone system can answer many of your common questions quickly and easily. Below are some general instructions for the automated options.

- Dial 1-888-GIBILL-1
- Press 1 - if you have a touch tone phone.
- Press 1 - for information on you MGIB ® - Active Duty or Selected Reserve benefit.
  - Press 1 - for the amount of your last payment and the date it was processed.
  - Press 2 - for the date we mailed your monthly certification form – if mailed.
  - Press 3 - for the date we processed your last monthly certification of enrollment.
  - Press 4 - for general information on your last education award.
- Press 2 - for general information on other education benefits.
- Press 3 - to find out how to apply for benefits or where to send your application.

**Need to verify your enrollment  
but don't have Internet access?  
Call us at:**

**1-877-823-2378**

## **Evaluation of Previous Colleges & Military Training for Transfer Credit**

Veterans, reservists, service persons, etc. applying for VA Educational Benefits must provide Lanier Technical College with a copy of their DD-214(member 4), course completion certificates, official college transcripts from all previous colleges, official military transcripts along with a “Request for Transfer Credit” form so that the transcripts can be evaluated.

LANIER TECHNICAL COLLEGE IS NOT ALLOWED 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 change your program of study:**

- A) You will need to do a Change of Program form with Admissions **AND** the Lanier Technical College VA OFFICE.
- B) You will have to submit another “Request for Transfer Credit” form to the Registrar’s office for your transcripts to be reviewed towards your new program of study.

**If you have any further questions regarding your Official Military Transcript, please contact our VA office at Lanier Technical College for assistance.**

✓ Oakwood  ✓ Forsyth  ✓ Jackson  ✓ Winder-Barrow  ✓ Dawson

## LANIER TECHNICAL COLLEGE - REQUEST FOR TRANSFER CREDIT

· I will be a **NEW STUDENT** entering the semester checked below.

· I am **CURRENTLY ATTENDING** and request review for the semester checked below.

### Academic Year 2015-2016:

✓ **Summer Term (Mini-Semester) 2015**

✓ **Fall Semester 2015**

✓ **Spring Semester 2016**

### TRANSFER CREDIT WILL NOT BE REVIEWED ON REGISTRATION DAY-

Failure to request transfer credit review by deadline may result in transfer credit issues that remain unresolved by your scheduled registration date. Please note that some programs (Selective Admissions Programs) may have earlier deadlines for completing the transfer credit process. Please refer to admission information provided by your planned program of study in regard to deadline.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please note – we will correspond regarding transfer credit results via email.**

**Please print your email address clearly.**

Are you a Veteran of the US Military Service applying for VA Educational Benefits?  Yes  No

Lanier Tech Program of Study: \_\_\_\_\_

Lanier Tech Advisor: \_\_\_\_\_

List ALL Transfer Institutions: \_\_\_\_\_  
\_\_\_\_\_

\*Courses to be reviewed: \_\_\_\_\_  
\_\_\_\_\_

\*Unless otherwise indicated, students will be awarded transfer credit for all applicable courses.

#### Office Use Only

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Date Posted in Banner: \_\_\_\_\_ Date Results Emailed: \_\_\_\_\_

Dates Results Mailed: \_\_\_\_\_



## TRANSFER CREDIT PROCESS

- ⇒ Learning Support/Remedial/Developmental Studies courses **DO NOT TRANSFER.**
- ⇒ Full credit is typically awarded for courses taken at regionally accredited institutions.
- ⇒ ***There are time limitations on transfer of some courses, especially within the computer and allied health programs of study.***
- ⇒ Grades must be a "C" or better (2.00 on a 4.00 scale).
- ⇒ Credit hour value of the transferred course must equal the credit hour value of the Lanier Technical College course.
- ⇒ Only courses with content that equates to required courses within your Lanier Tech program are considered for transfer. (No blanket transfer of all coursework previously taken.) *Please indicate the program of study on which you wish the transfer credit evaluation to be based.*
- ⇒ **Courses shown as "in-progress" on any transcript cannot be considered for transfer credit until a final grade is awarded. It is the student's responsibility to request a final transcript and submit it along with a new Request for Transfer Credit form.**
- ⇒ **When requested, it is the student's responsibility to supply the Registrar's Office with the documentation necessary to evaluate the applicable courses (course syllabus, catalog course description, etc.).**
- ⇒ You will be notified of the results of your transfer credit review by e-mail. ***Please be certain your e-mail address is correct and can be easily read.***
- ⇒ Please complete all portions on the LANIER TECHNICAL COLLEGE - REQUEST FOR TRANSFER CREDIT FORM.
- ⇒ Your request will be processed as soon as possible. Requests received after the deadlines shown will be processed as quickly as possible, but may not be completed prior to your scheduled registration date.

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\_\_\_\_\_  
Veteran Name (Print)

\_\_\_\_\_  
Veteran's Social Security

\_\_\_\_\_  
Student Name (if dependent/survivor benefits)

\_\_\_\_\_  
Student's Social Security (dependent/ survivor)

\_\_\_\_\_  
Veteran Signature (write 'survivor' if survivor benefits)

\_\_\_\_\_  
Today's Date

Revised 06/11/2013GS

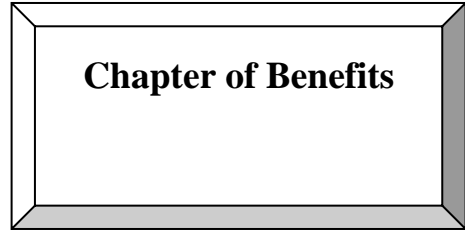
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NAME \_\_\_\_\_ SS# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PROGRAM OF STUDY \_\_\_\_\_

**\*\*MUST FILL OUT THIS QUESTION\*\*** →



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\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
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Date: \_\_\_\_\_

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Date Received (For Office Use Only): \_\_\_\_\_