

# 2020-2021 CATALOG AND STUDENT HANDBOOK

**LANIER**

Technical College

*"Great Careers Begin Here!"*

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# 2020-2021 Catalog and Student Handbook

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. Changes will be reflected in 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.

# President's Message

Lanier Technical College, founded in 1964, is the “go-to” workforce development partner for Hall, Forsyth, Barrow, Jackson, Dawson, Lumpkin, and Banks Counties. In Academic Year 2019, we served over 12,000 students through our credit programs, continuing education and contract training programs, and our adult literacy programs.

Our mission can be summed up in two words: “workforce development.” We do workforce development through our instructional programs, through contract and continuing education training, and through adult education. All our programs are designed to meet the specific needs of business and industry throughout our seven county service area.

Lanier Technical College proudly offers 224 programs of study including 59 associate degree programs, 67 diploma programs, and 98 technical certificate of credit programs. Programs are available in Allied Health, Business, Computer Technology, Applied Technology, Advanced Technology and Engineering, Public Safety, and Professional Services.

Our Economic Development Services provide industry specific continuing education courses are offered 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 Georgia’s Ammonia Refrigeration Safety Training Program.

Lanier Technical College, working with area Certified Literate Community Programs (CLCP), 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 on-line, 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 field in which they teach.

We have outstanding college campuses including our new main campus in Gainesville. We hope to have you visit one of our five campuses in Gainesville, 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 vibrant Lake Lanier Region.

Again, thank you for visiting our website. We look forward to serving you soon.

Dr. Ray Perren, President

# Programs of Study

## Accounting

### Accounting Degree Program

#### AC13

#### Program Description

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

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online.

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### 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  
 SOCI 2600 Intro to Social Problems 3

#### Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 Mathematical Modeling 3  
 MATH 1103 Quantitative Skills/Reasoning 3  
 MATH 1111 College Algebra 3

#### Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 ENGL 2110 World Literature 3  
 ENGL 2130 American Literature 3  
 HUMN 1101 Intro to Humanities 3  
 MUSC 1101 Music Appreciation 3  
 RELG 1101 World Religions 3  
 THEA 1101 Theater Appreciation 3

#### General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 BIOL 1111 Biology I 3  
 And  
 BIOL 1111L Biology Lab I 1  
 BIOL 2113 Anatomy & Physiology I 3  
 And  
 BIOL 2113L Anatomy & Physiology I Lab 1  
 BIOL 2114 Anatomy & Physiology II 3  
 And  
 BIOL 2114L Anatomy & Physiology II Lab 1  
 COMM 1100 Human Communication 3  
 ECON 1101 Principles of Economics 3  
 ECON 2105 Macroeconomics 3

ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics	3
	And	
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

Program-Specific Core – Total of 49 Hours

ACCT 1100	Financial Accounting I	4
BUSN 1440	Document Production	4
COMP 1000	Intro to Computer Literacy	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

Choose 6 Hours from any ACCT courses not required within the program.

Choose 3 Hours from any choose any BUSN (Business), MKTG (Marketing), MGMT (Management) or ACCT (Accounting) courses not already required within the Accounting Degree Program

Free Electives – Choose 9 Hours

Choose from any credit courses at Lanier Technical College. These may also be any credit courses transferred in from another college or university. Please discuss the courses you hope to use as your Free Electives with your advisor prior to registration.

\*See advisor for specific guidance and suggested courses

**Subtotal: 64**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

	Area III General Education	3
	Core	
ACCT 1100	Financial Accounting I	4
COMP 1000	Intro to Computer Literacy	3
ACCT 1125	Individual Tax Accounting	3

**Subtotal: 13**

*ACCT 1100:- Pre-Req: Regular Admission\**

Semester Two

ENGL 1101	Composition & Rhetoric	3
ACCT 1130	Payroll Accounting	3
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

**Subtotal: 13**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

*ACCT 1130 and ACCT 1105:- Pre-Req: ACCT 1100*

*ACCT 1115:- Pre-Req: ACCT 1100 + COMP 1000*

Semester Three

	ACCT Elective	3
	General Education Core	3
	Electives	
ACCT 2000	Managerial Accounting	3
ACCT 1120	Spreadsheet Applications	4

**Subtotal: 13**

*ACCT 2000:- Pre-Req: ACCT 1105*

*ACCT 1120:- Pre-Req: COMP 1000*

Semester Four

	Area IV General Education	3
	Core	
	ACCT Elective	3
	Free Elective 1 of 3	3
BUSN 1440	Document Production	4

**Subtotal: 13**

*BUSN 1440:- Co-Req: COMP 1000*

Semester Five

Apply for Graduation

Area II General Education	3
Core	
ACCT, BUSN, MGMT, or MKTG Elec	3
Free Electives 2 and 3	6

**Subtotal: 12**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes

**Subtotal: 64**

## Accounting Diploma Program

**AC12**

### Program Description

The Accounting diploma program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma which qualifies them to work as accounting technicians.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

4 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online.

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev Or	2
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math Or	3
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	Intro to Computer Literacy	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

Any ACCT course not required within the program

Occupational-Related Electives – Choose 3 Hours

ACCT xxxx	Any Accounting Course
BUSN xxxx	Any Business Course
MGMT xxxx	Any Management Course
MKTG xxxx	Any Marketing Course

Graduation requirement includes completion of a total of 42 Hours in the above areas

**Subtotal: 42**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

Choose One:

MATH 1011	Business Math	3
	Or	
MATH 1012	Foundations of Mathematics	3

*MATH 1011 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

Required

ACCT 1100	Financial Accounting I	4
COMP 1000	Intro to Computer Literacy	3
ACCT 1125	Individual Tax Accounting	3

**Subtotal: 13**

*ACCT 1100:- Pre-Req: Regular Admission\**

Semester Two

Choose One:

PSYC 1010	Basic Psychology	3
	Or	
EMPL 1000	Interpers Relations/Prof Dev	2

Required

ACCT 1130	Payroll Accounting	3
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

**Subtotal: 12**

*ACCT 1130 and ACCT 1105:- Pre-Req: ACCT 1100*

*ACCT 1115:- Pre-Req: ACCT 1100 + COMP 1000*

Semester Three

ENGL 1010	Fundamentals of English I	3
ACCT 1120	Spreadsheet Applications	4

**Subtotal: 13**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*ACCT 1120:- Pre-Req: COMP 1000*

Semester Four

Apply for Graduation

	ACCT Elective	3
	ACCT, BUSN, MGMT, or MKTG Elec	3
BUSN 1440	Document Production	4

**Subtotal: 10**

*BUSN 1440:- Co-Req: COMP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

\*Regular Admission means that a student has met all

admissions requirements and that the student does not require any learning support classes.

**Subtotal: 42**

## Office Accounting Specialist Certificate Program

OA31

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

2 Semesters  
Campus Availability: Hall, Forsyth, Barrow, Online.

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 14 Hours

ACCT 1100	Financial Accounting I	4
COMP 1000	Intro to Computer Literacy	3
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3

**Subtotal: 14**

**Subtotal: 14**

**Graduation Plan**

Semester One

ACCT 1100	Financial Accounting I	4
COMP 1000	Intro to Computer Literacy	3
		<b>Subtotal: 7</b>

*ACCT 1100:- Pre-Req: Regular Admission\**

Semester Two

Apply for Graduation

ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
		<b>Subtotal: 7</b>

*ACCT 1105:- Pre-Req: ACCT 1100*

*ACCT 1115:- Pre-Req: ACCT 1100 + COMP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.

**Subtotal: 14**

## Air Conditioning Technology

### Air Conditioning Technology Diploma Program

**ACT2**

**Program Description**

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

**Program Specific Information**

Students are accepted every semester based on course and space availability.

Diploma candidates must interview with department chair prior to final acceptance into program.

**Program Certification:**

The Air Conditioning Technology program is accredited by:

HVAC Excellence, 1701 Pennsylvania Ave., NW, Washington, DC 20006, Phone 800-394-5268.

**Industry Certification Preparation:**

Completion of the program requires successful completion of the HVAC Excellence industry certification test(s).

This testing includes a fee.

**Program Length & Availability**

3 Semesters

Campus Availability: Hall

\*This diploma program offers day classes only.

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 43 Hours

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Prin/Practices	4
AIRC 1020	Refrigeration Sys 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 Applic/Installation	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps/Related Systems	4
AIRC 1090	Troubleshooting AC Systems	4

Occupational-Related Elective – Choose 3 Hours		
COMP 1000	Intro to Computer Literacy	3
AIRC 2500	HVACR Internship- Practicum	4

*\*Advisor may approve alternative elective based upon individual request.*

**Subtotal: 51**

**Graduation Plan**

**Semester One**

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3
MATH 1012	Foundations of Mathematics	3
AIRC 1030	HVACR Electrical Fundamentals	4

**Subtotal: 13**

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

*COMP 1000: Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes*

**Semester Two**

AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Comp/Controls	4
AIRC 1070	Gas Heat	4
EMPL 1000	Interpers Relations/Prof Dev	2

**Subtotal: 14**

*AIRC 1070:- Co-Req: AIRC 1030*

**Semester Three**

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Prin/Practices	4
AIRC 1020	Refrigeration Sys Components	4
AIRC 1060	AC System Applic/Installation	4

**Subtotal: 16**

*AIRC 1010, and AIRC 1060:- Co-Req: AIRC 1005*

*AIRC 1020:- Co-Req: AIRC 1010*

**Semester Four**

**Apply for Graduation**

AIRC 1080	Heat Pumps/Related Systems	4
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AIRC 1090	Troubleshooting AC Systems	4
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**Subtotal: 8**

*AIRC 1080 and AIRC 1090:- Co-Req: AIRC 1010 + AIRC 1030*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 51**

**Basic Residential Air Conditioning System Design Certificate Program**

**BR11**

**Program Description**

The Basic Residential Air Conditioning System Design technical certificate is a series of courses designed to prepare students in the fundamentals of air conditioning design. The completion of the program will allow students to enter the field in entry level positions qualified to assist the development of air conditioning systems.

**Program Specific Information**

Students are accepted every semester based on course and space availability. However, the coursework for this certificate is only offered in Spring Semester.

**Program Certification:**

The Air Conditioning Technology program is accredited by:

HVAC Excellence, 1701 Pennsylvania Ave., NW, Washington, DC 20006, Phone 800-394-5268.

**Industry Certification Preparation:**

Completion of the program requires successful completion of the HVAC Excellence industry certification test(s).

This testing includes a fee.

**Program Length & Availability**

1 Semester

Campus Availability: Hall

\*This program offers day classes only.

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 16 Hours			
AIRC 1005	Refrigeration Fundamentals		4
AIRC 1010	Refrigeration Prin/Practices		4
AIRC 1020	Refrigeration Sys Components		4
AIRC 1060	AC System Applic/Installation		4
<b>Subtotal: 16</b>			

**Graduation Plan**

Semester One

Apply for Graduation			
AIRC 1005	Refrigeration Fundamentals		4
AIRC 1010	Refrigeration Prin/Practices		4
AIRC 1020	Refrigeration Sys Components		4
AIRC 1060	AC System Applic/Installation		4

*AIRC 1010 and AIRC 1060:- Co-Req: AIRC 1005*

*AIRC 1020:- Co-Req: AIRC 1010*

This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.

**Subtotal: 16**

**Basic Residential Gas Heat System Design Certificate Program**

BRG1

**Program Description**

The Basic Residential Gas Heat certificate of credit is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a

combination of gas heating theory, design, and practical application necessary for successful employment. Program graduates receive a technical certificate of credit in Residential Gas Heat System Design.

**Program Specific Information**

Students are accepted every semester based on course and space availability. However, the coursework for this certificate is only offered in Fall Semester.

**Program Certification:**

The Air Conditioning Technology program is accredited by:

HVAC Excellence, 1701 Pennsylvania Ave., NW, Washington, DC 20006, Phone 800-394-5268.

**Industry Certification Preparation:**

Completion of the program requires successful completion of the HVAC Excellence industry certification test(s).

This testing includes a fee.

**Program Length & Availability**

1 Semester  
Campus Availability: Hall

\*This program offers day classes only.

**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.

**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, COMPASS, or ASSET test scores.

**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
<b>Subtotal: 16</b>		

**Graduation Plan**

Semester One

Apply for Graduation

AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Comp/Controls	4
AIRC 1070	Gas Heat	4

*AIRC 1070:- Co-Req: AIRC 1030*

**Subtotal: 16**

## Associate of Science in Nursing

### Associate of Science in Nursing Degree Program

AA73

**Program Description**

The two-year Associate of Science in Nursing program is a sequence of courses designed to prepare students for positions in the nursing profession. The curriculum is designed to produce highly trained, technically-advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitude to practice competently and safely as a beginning nurse generalist in a variety of acute and long-term care settings. The nurse is viewed as a caring, holistic healthcare professional who possesses critical-thinking and problem solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning. Program graduates receive an Associate of Science in Nursing (ASN) degree. Graduates are then eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

**Program Length & Availability**

6 Semesters

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.
- Test of Essential Academic Skills (TEAS) composite score of 70 or higher.
- Overall GPA of 3.0 or higher.
- Completion of all general education core and biology coursework (27 credit hours).
- American Heart Association Basic Life Support Certification for Healthcare Professionals.
- Attendance at a program information session.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101	Composition & Rhetoric	3
ENGL 1102	Literature & Composition	3

Area II – Social/Behavioral Sciences – Choose 3 Hours

PSYC 1101	Introductory Psychology	3
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Area III – Natural Science/Mathematics – Choose 3 Hours

MATH 1111	College Algebra	3
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Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3

ENGL 2130	American Literature	3	BIOL 2114L	Anatomy & Physiology II Lab	1
HUMN 1101	Intro to Humanities	3	ENGL 1102	Literature & Composition	3
MUSC 1101	Music Appreciation	3	BIOL 2117	Introductory Microbiology	3
RELG 1101	World Religions	3	BIOL 2117L	Introductory Microbiology Lab	1
THEA 1101	Theater Appreciation	3			
<b>Program-Specific Core – Total of 50 Hours</b>					<b>Subtotal: 14</b>
BIOL 2113	Anatomy & Physiology I And	3	<i>BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L</i>		
BIOL 2113L	Anatomy & Physiology I Lab	1	<i>BIOL 2114L:- Co-Req: BIOL 2114</i>		
BIOL 2114	Anatomy & Physiology II And	3	<i>ENGL 1102:- Pre-Req: ENGL 1101</i>		
BIOL 2114L	Anatomy & Physiology II Lab	1	<i>BIOL 2117:- Pre-Req: BIOL 1111 + Lab or BIOL 2113 + Lab, Co-Req: BIOL 2117L</i>		
			<i>BIOL 2117L:- Co-Req: BIOL 2117</i>		
BIOL 2117	Introductory Microbiology And	3	<b>Semester Three</b>		
BIOL 2117L	Introductory Microbiology Lab	1	RNSG 1515	Nursing Pharmacology	4
			RNSG 1540	Fundamentals of Nursing	7
			<b>Subtotal: 11</b>		
RNSG 1515	Nursing Pharmacology	4	<i>RNSG 1515:- Pre-Req: Program Admission, Co-Req: RNSG 1540</i>		
RNSG 1540	Fundamentals of Nursing	7	<i>RNSG 1540:- Pre-Req: Program Admission, Co-Req: RNSG 1515</i>		
RNSG 1550	Medical Surgical Nursing I	7	<b>Semester Four</b>		
RNSG 1560	Mental Health Nursing	3	RNSG 1550	Medical Surgical Nursing I	7
RNSG 2510	Medical Surgical Nursing II	4	RNSG 1560	Mental Health Nursing	3
RNSG 2520	Maternal-Child Nursing	5	<b>Subtotal: 10</b>		
RNSG 2550	Medical Surgical Nursing III	8	<i>RNSG 1550:- Pre-Req: RNSG 1515 + 1540, Co-Req: RNSG 1560</i>		
		<b>Subtotal: 65</b>	<i>RNSG 1560:- Pre-Req: RNSG 1515 + 1540, Co-Req: RNSG 1550</i>		
<b>Graduation Plan</b>			<b>Semester Five</b>		
Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.			RNSG 2510	Medical Surgical Nursing II	4
<b>Semester One</b>			RNSG 2520	Maternal-Child Nursing	5
ENGL 1101	Composition & Rhetoric	3	<b>Subtotal: 9</b>		
BIOL 2113	Anatomy & Physiology I	3	<i>RNSG 2510:- Pre-Req: RNSG 1550 + 1560, Co-Req: RNSG 2520</i>		
BIOL 2113L	Anatomy & Physiology I Lab	1	<i>RNSG 2520:- Pre-Req: RNSG 1550 + 1560, Co-Req: RNSG 2510</i>		
PSYC 1101	Introductory Psychology	3	<b>Semester Six</b>		
MATH 1111	College Algebra	3	<b>Apply for Graduation</b>		
		<b>Subtotal: 13</b>	Medical	Transition to Practice	8
<i>ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor</i>			Surgical		
<i>BIOL 2113:- Pre-Req: Regular Admission*, Co-Req: ENGL 1101 + BIOL 2113L</i>			Nursing III		
<i>BIOL 2113L:- Co-Req: BIOL 2113</i>			<b>Subtotal: 8</b>		
<i>PSYC 1101:- Pre-Req: Regular Admission* for Engl/Read</i>			<i>Medical-Surgical Nursing III/ Transition to Practice:- Pre-Req: RNSG 2510 + 2520</i>		
<b>Semester Two</b>					
Core	Area IV	3			
BIOL 2114	Anatomy & Physiology II	3			

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.

**Subtotal: 65**

### Additional Program Information

#### PROGRAM OUTCOMES

•

The Program demonstrates a satisfactory National Council Licensure Examination (NCLEX-RN) pass rate for first-time test takers.

**Licensure Examination Pass Rate:** Expected Level of Achievement will be not less than the national mean for all first-time test-takers within one calendar year of the graduation date, as established by the ACEN standards and criteria, and the Georgia Board of Nursing (GBON)

•

The Program demonstrates evidence of 65% or more students completing the nursing program within 150% of the time of the stated program length, beginning with the first required RNSG course.

**Program Completion Rate:** Expected Level of Achievement not less than 65% as established by LTC ASN faculty. The decision to adopt the 65% benchmark was influenced by the College three-year (AY2015 - AY2017) retention rate, based on the Performance Accountability System (PAS) trend data acquired from TCSG, which was not less than 65.3% as the College Benchmark.

•

The Program demonstrates evidence of at least 90% of graduates achieving job placement as a RN within 6-12 months of graduation.

**Job Placement Rate:** Expected Level of Achievement not less than 90% within 12 months of graduation. This ELA was established by the ASN faculty after reviewing the AY2017 TCSG report on Unduplicated Graduates and Placement, which showed a total placement average of 97.8% in the field of study, or related, and the Perkins Benchmark of 90% as recorded in the SRTC Perkins FY2017 Local Improvement Plan Graduate Placement Measure.

#### ESSENTIAL SKILLS

The Lanier Technical College ASN department has specified the following nonacademic criteria (or technical standards) which all applicants and enrolled students are expected to meet in order to participate in the ASN Program and professional practice:

1.

Working in a clinical setting eight to twelve hours a day performing physical tasks that require physical energy without jeopardizing patient, self, or colleague safety.

2.

Frequent bending, reaching, stooping, lifting, and the use of manual dexterity with the manipulation and frequent operation of equipment and accessories, and with the use of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as manipulating syringes, and inserting needles into an ampule or vial and removing the contents without contaminating the needle or solution.

3.

Assisting the transporting, moving, lifting, and transferring of patients weighing up to several hundred pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.

4. Operation and use of lifting devices (weighing up to 50 pounds).

5.

Possess sufficient visual and auditory acuity. This is necessary to report visual observations of patients and equipment operations, as well as to read the patient's medical records and medical information. Auditory acuity must be sufficient enough to hear the patient during all phases of care, and to perceive and interpret equipment signals.

6.

Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.

7.

To possess sufficient problem-solving skills, including measuring, calculating, reasoning, analyzing, evaluating, and synthesizing information, and have the ability to perform these skills in a timely fashion.

8.

Criminal background checks and drug toxicology testing are required of all courses with a clinical component. Due to results of these checks, some students may be ineligible to participate in the clinical component of the program; this determination will be made by the individual clinical sites. Costs associated with these screenings will be paid for by the student.

### **Transfer Credit, Advanced Placement, and College Level Examination**

For more information on transfer credit, advanced placement (AP), or College Level Examinations (CLEP), view our Transferring and Awarding Credit Procedure (p. 307)

### **Program Accreditation**

**Effective March 3, 2020, this nursing education program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on March 3, 2022.**

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

404-975-5000

<http://www.acenursing.us/candidates/candidacy.asp>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

## **Automotive Collision Repair**

### **Automotive Collision Repair Diploma Program**

ACR2

#### **Program Description**

The Automotive Collision Repair diploma program is designed to prepare students for careers in the automotive collision repair profession. Academic, technical, and professional knowledge and skills are developed for job acquisition, retention, and advancement. Graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

#### **Program Specific Information**

Students are accepted every semester based on course and space availability.

#### **Program Length & Availability**

3 Semesters

Campus Availability: Hall

#### **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.

#### **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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3
Program-Specific Core – Total of 20 Hours		
COMP 1000	Intro to Computer Literacy	3
ACRP 1000	Intro/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 Paint/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 Replacement	5
ACRP 2019	Major Collision Repair Intern	2
		<b>Subtotal: 40</b>

**Graduation Plan**

Semester One		
ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpers Relations/Prof Dev	2
		<b>Subtotal: 11</b>

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

Semester Two		
ACRP 1000	Intro/Auto Collision Repair	4
ACRP 1005	Auto Components Repair/Replace	4
ACRP 1010	Foundations Collision Repair	5
		<b>Subtotal: 13</b>

Semester Three		
ACRP 1015	Fundamentals of Auto Welding	4
ACRP 1017	Mech/Electrical Systems I	4
ACRP 1019	Mech/Electrical Systems II	5

**Subtotal: 13**

*ACRP 1015:- Co-Req: ACRP 1000 + ACRP 1005*

Semester Four

(Refinishing Specialization)

Apply for Graduation		
ACRP 2001	Intro Auto Paint/Refinishing	5
ACRP 2002	Paint/Refinish Techniques	5
ACRP 2009	Refinishing Internship	2
		<b>Subtotal: 12</b>

*ACRP 2009:- Pre-Req: ACRP 1000, Co-Req: ACRP 2001 + ACRP 2002*

Semester Four

(Major Collision Repair Specialization)

Apply for Graduation		
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacement	5
ACRP 2019	Major Collision Repair Intern	2
		<b>Subtotal: 12</b>

*ACRP 2010:- Pre-Req: ACRP 1000, Co-Req: ACRP 1005*

*ACRP 2015:- Pre-Req: ACRP 1000, Co-Req: ACRP 2010*

*ACRP 2019:- Pre-Req: ACRP 1000, Co-Req: ACRP 2010 + ACRP 2015*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 40**

**Automotive Collision Repair Assistant I Certificate Program**

AB51

**Program Description**

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

**Program Specific Information**

Students are accepted every semester based on course and

space availability.

### Program Length & Availability

1 Semester

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 12 Hours			
ACRP 1000	Intro/Auto Collision Repair		4
ACRP 1005	Auto Components Repair/Replace		4
ACRP 1015	Fundamentals of Auto Welding		4
<b>Subtotal: 12</b>			

### Graduation Plan

Semester One

Apply for Graduation			
ACRP 1000	Intro/Auto Collision Repair		4
ACRP 1005	Auto Components Repair/Replace		4
ACRP 1015	Fundamentals of Auto Welding		4
<b>Subtotal: 12</b>			

*ACRP 1015:- Co-Req: ACRP 1000 + ACRP 1005*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

## Automotive Collision Repair Assistant II Certificate Program

AZ51

### Program Description

The Automotive Collision Repair Assistant II certificate program is an advanced certificate option a student can complete after finishing the Automotive Collision Repair Assistant I program. Topics covered include collision repair tools and equipment, hydraulic systems, damage analysis and estimations, frame straightening, and conventional/unibody structural panel repairs and replacement.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

1 Semester

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 15 Hours		
ACRP 1010	Foundations Collision Repair	5
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacement	5

**Subtotal: 15**



**Graduation Plan**

Semester One

Apply for Graduation

ACRP 1010	Foundations Collision Repair	5
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacement	5

**Subtotal: 15**

*ACRP 2010:- Pre-Req: ACRP 1000, Co-Req: ACRP 1005*

*ACRP 2015:- Pre-Req: ACRP 1000, Co-Req: ACRP 2010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

**Automotive Refinishing Assistant I Certificate Program**

ARA1

**Program Description**

The Automotive Refinishing Assistant I certificate of credit prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component repair and replacement, and trim accessories and glass replacements.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

1 Semester

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 13 Hours

ACRP 1000	Intro/Auto Collision Repair	4
ACRP 1005	Auto Components Repair/Replace	4
ACRP 1010	Foundations Collision Repair	5

**Subtotal: 13**

**Graduation Plan**

Semester One

Apply for Graduation

ACRP 1000	Intro/Auto Collision Repair	4
ACRP 1005	Auto Components Repair/Replace	4
ACRP 1010	Foundations Collision Repair	5

**Subtotal: 13**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**

**Automotive Refinishing Assistant II Certificate Program**

AP71

**Program Description**

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

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 10 Hours			
ACRP 2001	Intro Auto Paint/Refinishing		5
ACRP 2002	Paint/Refinish Techniques		5
<b>Subtotal:</b>			<b>10</b>

**Graduation Plan**

Semester One

Apply for Graduation			
ACRP 2001	Intro Auto Paint/Refinishing		5
ACRP 2002	Paint/Refinish Techniques		5
<b>Subtotal:</b>			<b>10</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10****Automotive Technology****Automotive Technology Degree Program**

AT23

**Program Description**

The Automotive Technology Associate of Applied Science

(AAS) 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

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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	MATH 1131	Calculus I	4
PSYC 1101	Introductory Psychology	3	MUSC 1101	Music Appreciation	3
SOCI 1101	Introduction to Sociology	3			
SOCI 2600	Intro to Social Problems	3	PHYS 1110	Conceptual Physics And	3
Area III – Natural Sciences/Mathematics – Choose 3 Hours			PHYS 1110L	Conceptual Physics Lab I	1
MATH 1101	Mathematical Modeling	3	POLS 1101	American Government	3
MATH 1103	Quantitative Skills/Reasoning	3	POLS 2401	Global Issues	3
MATH 1111	College Algebra	3	PSYC 1101	Introductory Psychology	3
Area IV – Humanities/Fine Arts – Choose 3 Hours			PSYC 2103	Human Development	3
ARTS 1101	Art Appreciation	3	RELG 1101	World Religions	3
ENGL 2110	World Literature	3	SOCI 1101	Introduction to Sociology	3
ENGL 2130	American Literature	3	SOCI 2600	Intro to Social Problems	3
HUMN 1101	Intro to Humanities	3	SPAN 1101	Intro to Spanish Lang/Culture	3
MUSC 1101	Music Appreciation	3	SPCH 1101	Public Speaking	3
RELG 1101	World Religions	3	THEA 1101	Theater Appreciation	3
THEA 1101	Theater Appreciation	3	Program-Specific Core – Total of 47 Hours		
General Education Core Elective – Choose 3 Hours			AUTT 1010	Auto Technology Introduction	2
ARTS 1101	Art Appreciation	3			
BIOL 1111	Biology I And	3	AUTT 1020	Auto Electrical Systems Or	7
BIOL 1111L	Biology Lab I	1	AUTT 1021	Automotive Electrical Sys I And	4
BIOL 2113	Anatomy & Physiology I And	3	AUTT 1022	Automotive Electrical Sys II	3
BIOL 2113L	Anatomy & Physiology I Lab	1	AUTT 1030	Automotive Brake Systems	4
BIOL 2114	Anatomy & Physiology II And	3	AUTT 1040	Auto Engine Performance Or	7
BIOL 2114L	Anatomy & Physiology II Lab	1	AUTT 1041	Automotive Engine Perf I And	3
			AUTT 1042	Automotive Engine Perf II	4
COMM 1100	Human Communication	3	AUTT 1050	Auto Suspension Steering Sys	4
ECON 1101	Principles of Economics	3	AUTT 1060	Auto Climate Control Systems	5
ECON 2105	Macroeconomics	3			
ECON 2106	Microeconomics	3	AUTT 2010	Automotive Engine Repair Or	6
ENGL 1102	Literature & Composition	3	AUTT 2011	Auto Engine Repair I And	3
ENGL 2110	World Literature	3	AUTT 2012	Auto Engine Repair II	3
ENGL 2130	American Literature	3	AUTT 2020	Auto Manual Drive Train/Axle	4
HIST 1111	World History I	3	AUTT 2030	Auto Transmission Transaxle	5
HIST 1112	World History II	3			
HIST 2111	U.S. History I	3			
HIST 2112	U.S. History II	3			
HUMN 1101	Intro to Humanities	3			
MATH 1101	Mathematical Modeling	3			
MATH 1103	Quantitative Skills/Reasoning	3			
MATH 1111	College Algebra	3			
MATH 1113	Precalculus	3			
MATH 1127	Introduction to Statistics	3			

Occupational-Related Elective: Choose 3 Hours		
COMP 1000	Intro to Computer Literacy	3
AUTT 2100	Auto Alternative Fuel Vehicles	4
AUTT 2110	Auto. Light Duty Diesel Engine	6
		<b>Subtotal: 62</b>

### Graduation Plan – Barrow Campus

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One		
	Area III General Education Core	3
AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
		<b>Subtotal: 16</b>

*AUTT 1020 and AUTT 1030:- Co-Req: AUTT 1010*

Semester Two		
	Area II General Education Core	3
AUTT 1050	Auto Suspension Steering Sys	4
AUTT 2020	Auto Manual Drive Train/Axle	4
AUTT 2030	Auto Transmission Transaxle	5
		<b>Subtotal: 16</b>

*AUTT 1050 and AUTT 2020:- Co-Req: AUTT 1010*

*AUTT 2030:- Pre-Req: AUTT 1020 or AUTT 1021+1022*

Semester Three		
AUTT 1040	Auto Engine Performance	7
ENGL 1101	Composition & Rhetoric	3
		<b>Subtotal: 10</b>

*AUTT 1040:- Pre-Req: AUTT 1020 or AUTT 1021+1022*

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

Semester Four		
	Occupational Related Elective	3
AUTT 1060	Auto Climate Control Systems	5
AUTT 2010	Automotive Engine Repair	6
		<b>Subtotal: 14</b>

*AUTT 1060:- Pre-Req: AUTT 1020 or AUTT 1021+1022*

*AUTT 2010:- Pre-Req: AUTT 1010*

### Semester Five

Apply for Graduation	
General Education Core Electives	3
Area IV General Education Core	3
<b>Subtotal: 6</b>	

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 62**

## 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

### 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.

### 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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	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 1021	Auto Electrical Systems I And	4
AUTT 1022	Auto Electrical Systems II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1040	Auto Engine Performance Or	7
AUTT 1041	Automotive Engine Perf I And	3
AUTT 1042	Automotive Engine Perf II	4
AUTT 1050	Auto Suspension Steering Sys	4
AUTT 1060	Auto Climate Control Systems	5
AUTT 2010	Automotive Engine Repair Or	6
AUTT 2011	Auto Engine Repair I And	3
AUTT 2012	Auto Engine Repair II	3
AUTT 2020	Auto Manual Drive Train/Axle	4
AUTT 2030	Auto Transmission Transaxle	5

Occupational-Related Elective: Choose 3 Hours

COMP 1000	Intro to Computer Literacy	3
AUTT 2100	Auto Alternative Fuel Vehicles	4
AUTT 2110	Auto. Light Duty Diesel Engine	6

**Subtotal: 55**

**Graduation Plan – Barrow Campus**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

MATH 1012	Foundations of Mathematics	3
AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
<b>Subtotal: 16</b>		

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

*AUTT 1020 and AUTT 1030:- Co-Req: AUTT 1010*

Semester Two

EMPL 1000	Interpers Relations/Prof Dev	2
AUTT 1050	Auto Suspension Steering Sys	4
AUTT 2020	Auto Manual Drive Train/Axle	4
AUTT 2030	Auto Transmission Transaxle	5
<b>Subtotal: 15</b>		

*AUTT 1050:- Co-Req: AUTT 1010*

*AUTT 2020:- Pre-Req: AUTT 1010*

*AUTT 2030:- Pre-Req: AUTT 1020 or AUTT 1021+1022*

Semester Three

AUTT 1040	Auto Engine Performance	7
ENGL 1010	Fundamentals of English I	3
<b>Subtotal: 10</b>		

*AUTT 1040:- Pre-Req: AUTT 1020 or AUTT 1021+1022*

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

Semester Four

Apply for Graduation

	Occupational Related Elective	3
AUTT 1060	Auto Climate Control Systems	5
AUTT 2010	Automotive Engine Repair	6
<b>Subtotal: 14</b>		

*AUTT 1060:- Pre-Req: AUTT 1020 or AUTT 1021+1022*

*AUTT 2010:- Pre-Req: AUTT 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 55**

## Automotive Chassis Technician Specialist Certificate Program

ASG1

### 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

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 17 Hours

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7
AUTT 1021	Automotive Electrical Sys I	4

AUTT 1022	And Automotive Electrical Sys II	3
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Auto Suspension Steering Sys	4

**Subtotal: 17**

### Graduation Plan

#### Semester One

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4

**Subtotal: 13***AUTT 1020 and AUTT 1030:- Co-Req: AUTT 1010*

#### Semester Two

Apply for Graduation		
AUTT 1050	Auto Suspension Steering Sys	4

**Subtotal: 4***AUTT 1050:- Co-Req: AUTT 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 17**

## Automotive Climate Control Technician Certificate Program

AH21

### 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

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 14 Hours		
AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7
AUTT 1021	Or	4
AUTT 1022	Automotive Electrical Sys II	3
AUTT 1060	Auto Climate Control Systems	5
		<b>Subtotal: 14</b>

**Graduation Plan**

Semester One		
AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7
		<b>Subtotal: 9</b>

*AUTT 1020:- Co-Req: AUTT 1010*

Semester Two

Apply for Graduation		
AUTT 1060	Auto Climate Control Systems	5
		<b>Subtotal: 5</b>

*AUTT 1060:- Pre-Req: AUTT 1020*

*Note: Course only offered once per year*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 14**

**Automotive Electrical/Electronic Systems Technician Certificate Program**

AE41

**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

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 9 Hours		
AUTT 1010	Auto Technology Introduction	2

AUTT 1020	Auto Electrical Systems	7
	Or	
AUTT 1021	Automotive Electrical Sys I	4
	And	
AUTT 1022	Automotive Electrical Sys II	3

**Subtotal: 9**

**Graduation Plan**

Semester One

Apply for Graduation

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7

**Subtotal: 9**

*AUTT 1020:- Co-Req: AUTT 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 9**

**Automotive Engine Performance Technician Certificate Program**

AE51

**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

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 16 Hours

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems Or	7
AUTT 1021	Automotive Electrical Sys I And	4
AUTT 1022	Automotive Electrical Sys II	3
AUTT 1040	Auto Engine Performance Or	7
AUTT 1041	Automotive Engine Perf I And	3
AUTT 1042	Automotive Engine Perf II	4

**Subtotal: 16**

**Graduation Plan**

Semester One

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7

**Subtotal: 9**

*AUTT 1020:- Co-Req: AUTT 1010*

Semester Two

Apply for Graduation

AUTT 1040	Auto Engine Performance	7
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**Subtotal: 7**

*AUTT 1040:- Pre-Req: AUTT 1020*

*Note: Course only offered once per year*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**



**Subtotal: 16**

## Automotive Engine Repair Technician Certificate Program

AE61

### 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

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 15 Hours

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems Or	7
AUTT 1021	Automotive Electrical Sys I	4

	And	
AUTT 1022	Automotive Electrical Sys II	3
AUTT 2010	Automotive Engine Repair Or	6
AUTT 2011	Auto Engine Repair I And	3
AUTT 2012	Auto Engine Repair II	3

**Subtotal: 15**

### Graduation Plan

#### Semester One

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7

**Subtotal: 9**

*AUTT 1020:- Co-Req: AUTT 1010*

#### Semester Two

Apply for Graduation

AUTT 2010	Automotive Engine Repair	6
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**Subtotal: 6**

*AUTT 2010:- Pre-Req: AUTT 1010*

*Note: Course only offered once per year*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

## Automotive Transmission/Transaxle Tech Specialist Certificate Program

AA71

### 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

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 18 Hours

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems Or	7
AUTT 1021	Automotive Electrical Sys I And	4
AUTT 1022	Automotive Electrical Sys II	3
AUTT 2020	Auto Manual Drive Train/Axle	4
AUTT 2030	Auto Transmission Transaxle	5

**Subtotal: 18**

**Graduation Plan**

Semester One

AUTT 1010	Auto Technology Introduction	2
AUTT 1020	Auto Electrical Systems	7

**Subtotal: 9**

*AUTT 1020:- Co-Req: AUTT 1010*

Semester Two

Apply for Graduation

AUTT 2020	Auto Manual Drive Train/Axle	4
AUTT 2030	Auto Transmission Transaxle	5

**Subtotal: 9**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 18**

**Building Automation Systems**

**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 Associate of Applied Science (AAS) Degree 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

**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.

**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, COMPASS, or ASSET test scores.

**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  
 SOCI 2600 Intro to Social Problems 3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1111 College Algebra 3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 ENGL 2110 World Literature 3  
 ENGL 2130 American Literature 3  
 HUMN 1101 Intro to Humanities 3  
 MUSC 1101 Music Appreciation 3  
 RELG 1101 World Religions 3  
 THEA 1101 Theater Appreciation 3

General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 BIOL 1111 Biology I 3

	And		
BIOL 1111L	Biology Lab I		1
BIOL 2113	Anatomy & Physiology I		3
	And		
BIOL 2113L	Anatomy & Physiology I Lab		1
BIOL 2114	Anatomy & Physiology II		3
	And		
BIOL 2114L	Anatomy & Physiology II Lab		1
COMM 1100	Human Communication		3
ECON 1101	Principles of Economics		3
ECON 2105	Macroeconomics		3
ECON 2106	Microeconomics		3
ENGL 1102	Literature & Composition		3
ENGL 2110	World Literature		3
ENGL 2130	American Literature		3
HIST 1111	World History I		3
HIST 1112	World History II		3
HIST 2111	U.S. History I		3
HIST 2112	U.S. History II		3
HUMN 1101	Intro to Humanities		3
MATH 1101	Mathematical Modeling		3
MATH 1103	Quantitative Skills/Reasoning		3
MATH 1111	College Algebra		3
MATH 1113	Precalculus		3
MATH 1127	Introduction to Statistics		3
MATH 1131	Calculus I		4
MUSC 1101	Music Appreciation		3
PHYS 1110	Conceptual Physics		3
	And		
PHYS 1110L	Conceptual Physics Lab I		1
POLS 1101	American Government		3
POLS 2401	Global Issues		3
PSYC 1101	Introductory Psychology		3
PSYC 2103	Human Development		3
RELG 1101	World Religions		3
SOCI 1101	Introduction to Sociology		3
SOCI 2600	Intro to Social Problems		3
SPAN 1101	Intro to Spanish Lang/Culture		3
SPCH 1101	Public Speaking		3
THEA 1101	Theater Appreciation		3
<b>Program-Specific Core – Total of 48 Hours</b>			
AIRC 1005	Refrigeration Fundamentals		4
AIRC 1010	Refrigeration Prin/Practices		4
AIRC 1020	Refrigeration Sys Components		4
BUAS 1010	BAS Fundamentals		2
BUAS 1020	BAS Electrical Concepts		3

BUAS 1030	BAS Electrical Concepts II	3
BUAS 1040	BAS Devices	3
BUAS 1050	BAS Network Architecture	3
BUAS 1060	BAS Advanced Elec. Concept	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
<b>Subtotal: 63</b>		

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
MATH 1111	College Algebra	3
	Area II General Education Core	3
AIRC 1005	Refrigeration Fundamentals	4
<b>Subtotal: 13</b>		

*ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

AIRC 1010	Refrigeration Prin/Practices	4
AIRC 1020	Refrigeration Sys Components	4
BUAS 1010	BAS Fundamentals	2
BUAS 1020	BAS Electrical Concepts	3
<b>Subtotal: 13</b>		

*AIRC 1010:- Co-Req: AIRC 1005*

*AIRC 1020:- Co-Req: AIRC 1010*

**Semester Three**

	Area IV General Education Core	3
BUAS 1030	BAS Electrical Concepts II	3
BUAS 1040	BAS Devices	3
BUAS 1050	BAS Network Architecture	3
<b>Subtotal: 12</b>		

*BUAS 1030 and BUAS 1050:- Pre-Req: BUAS 1020*

*BUAS 1040:- Pre-Req: BUAS 1020, Co-Req: BUAS 1030*

**Semester Four**

BUAS 1060	BAS Advanced Elec. Concept	3
BUAS 2020	BAS Logic/Programming	4
BUAS 2030	BAS Design/Installation	4
<b>Subtotal: 11</b>		

*BUAS 1060:- Pre-Req: BUAS 1030*

*BUAS 2020 and BUAS 2030:- Pre-Req: BUAS 1020, Co-Req: BUAS 2010*

**Semester Five****Apply for Graduation**

	General Education Core	3
	Electives	
BUAS 2010	BAS Comm HVAC/R & Controls	3
BUAS 2040	BAS Integration	5
BUAS 2050	BAS Internship	3
<b>Subtotal: 14</b>		

*BUAS 2010:- Pre-Req: BUAS 1030*

*BUAS 2040:- Pre-Req: BUAS 1050 + BUAS 1060 + BUAS 2020*

*BUAS 2050:- Pre-Req: BUAS 1060 + BUAS 2020*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 63**

**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**

**Subtotal: 51**

4 Semesters

Campus Availability: Barrow

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1013	Algebraic Concepts	3

Program-Specific Core – Total of 40 Hours

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Prin/Practices	4
AIRC 1020	Refrigeration Sys Components	4
BUAS 1010	BAS Fundamentals	2
BUAS 1020	BAS Electrical Concepts	3
BUAS 1030	BAS Electrical Concepts II	3
BUAS 1040	BAS Devices	3
BUAS 1050	BAS Network Architecture	3
BUAS 1060	BAS Advanced Elec. Concept	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

AIRC 1060	AC System Applic/Installation	4
COMP 1000	Intro to Computer Literacy	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1130	Industrial Wiring	4
IDSY 1190	Fluid Power Systems	4
IDSY 1230	Industrial Instrumentation	4

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
	Occupational Related Elective	3
AIRC 1005	Refrigeration Fundamentals	4

**Subtotal: 13**

*ENGL 1010 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

AIRC 1010	Refrigeration Prin/Practices	4
AIRC 1020	Refrigeration Sys Components	4
BUAS 1010	BAS Fundamentals	2
BUAS 1020	BAS Electrical Concepts	3

**Subtotal: 13**

*AIRC 1010:- Co-Req: AIRC 1005*

*AIRC 1020:- Co-Req: AIRC 1010*

**Semester Three**

EMPL 1000	Interpers Relations/Prof Dev	2
BUAS 1030	BAS Electrical Concepts II	3
BUAS 1040	BAS Devices	3
BUAS 1050	BAS Network Architecture	3

**Subtotal: 11**

*BUAS 1030 and BUAS 1050:- Pre-Req: BUAS 1020*

*BUAS 1040:- Pre-Req: BUAS 1020, Co-Req: BUAS 1030*

**Semester Four**

Apply for Graduation

BUAS 1060	BAS Advanced Elec. Concept	3
BUAS 2020	BAS Logic/Programming	4
BUAS 2030	BAS Design/Installation	4
BUAS 2010	BAS Comm HVAC/R & Controls	3

**Subtotal: 14**

*BUAS 1060 and BUAS 2010:- Pre-Req: BUAS 1030*

*BUAS 2020 and BUAS 2030:- Pre-Req: BUAS 1020, Co-Req: BUAS 2010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 51**

## Business Management

### Business Management with Specialization in General Management, Marketing, or Social Media. Degree Program

MD13

#### Program Description

The Business Management Associate of Applied Science (AAS) Degree program allows students to specialize in General Management, Marketing, or Social Media, and is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement as a business manager, owner, or marketing specialist. Graduates of the program receive a Business Management Degree with a specialization in General Management, Marketing, or Social Media.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

#### 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

#### 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, COMPASS, or ASSET test scores.

## Curriculum

General Education Core – Total of 18 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Electives – Choose 6 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
BIOL 1111L	And Biology Lab I	1
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	And Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	And Anatomy & Physiology II Lab	1

COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3
Program-Specific Core – Total of 33 Hours		
COMP 1000	Intro to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1135	Managerial Acct/Finance Or	3
ACCT 1100	Financial Accounting I	4
MGMT 1110	Employment Rules & Regs Or	3
MKTG 1130	Business Regs/Compliance	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3

MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3

Choose a Specialization – Total 12 Hours

**General Management Specialization**

Choose 12 hours from any Business Management (MGMT) or Marketing (MKTG) courses

**Marketing Specialization**

MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated MKTG Communications	3
MKTG 2500	Exploring Social Media Marketing Elective - (3)	3

**Subtotal: 12**

*Marketing Elective: Choose 3 hours from any MKTG course*

**Social Media Specialization**

MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated MKTG Communications	3
MKTG 2500	Exploring Social Media	3
MKTG 2550	Analyzing Social Media	3

**Subtotal: 63**

**Applied Technical Management Degree Program**

AS33

**Program Description**

The Applied Technical Management Associate of Applied Science (AAS) Degree program allows a student with a completed diploma in a TCSG program area to obtain an Associate of Applied Science Degree. In addition to the skills and knowledge obtained in the diploma, the student will obtain degree-level general education knowledge and business related skills and knowledge.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Additional Requirements for Program Admission:**

Diploma in a TCSG program (minimum 37 semester credit hours) prior to admission in this degree.

Advisor approval prior to being admitted.

**Program Length & Availability**

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
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ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
BIOL 1111L	And Biology Lab I	1
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	And Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	And Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	And Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3



SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3
<b>Program-Specific Core – Total of 16 Hours</b>		
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules & Regs Or	3
ACCT 2140	Legal Environment of Busn. Or	3
MKTG 1130	Business Regs/Compliance	3
MGMT 2125	Performance Management	3
ACCT 1100	Financial Accounting I	4

Diploma in a TCSG Program Area - Total of 37 Hours  
*Diploma in a TCSG Program Area\* – at least 37 Hours  
 Must be earned prior to admission into program*

**Subtotal: 68**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

This program requires completion of TCSG Diploma of at least 37 hours prior to admission.

ENGL 1101	Composition & Rhetoric	3
	Area II General Education Core	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3

**Subtotal: 12**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

	Area III General Education Core	3
	Area IV General Education Core	3

**Choose One:**

MGMT 1110	Employment Rules & Regs Or	3
MKTG 1130	Business Regs/Compliance Or	3
ACCT 2140	Legal Environment of Busn.	3

**Subtotal: 9**

*MGMT 1110, MKTG 1130 and ACCT 2140:- Pre-Req:  
 Regular Admission\**

**Semester Three**

Apply for Graduation		
	General Education Core	3
	Electives	
MGMT 2125	Performance Management	3
ACCT 1100	Financial Accounting I	4
		<b>Subtotal: 10</b>

*ACCT 1100:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 68**

**Business Management Diploma Program**

MD12

**Program Description**

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online.

**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.

**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, COMPASS, or ASSET test scores.

### Curriculum

#### Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev Or	2
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math Or	3
MATH 1012	Foundations of Mathematics	3

#### Program-Specific Core – Total of 33 Hours

COMP 1000	Intro to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Rules & Regs Or	3
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 Or	3
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

MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training/Development	3
MGMT 2135	Management Communications	3
MGMT 2155	Quality Management Principles	3
MGMT	Project Management	3

2210	MGMT	Management OBI	3
2220	MKTG 1100	Principles of Marketing	3
	MKTG 1130	Business Regs/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

**Subtotal: 47**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

ENGL 1010	Fundamentals of English I	3
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1120	Introduction to Business	3

**Subtotal: 12**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

#### Semester Two

##### Choose One:

MATH 1011	Business Math Or	3
MATH 1012	Foundations of Mathematics	3

*MATH 1011 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

##### Choose One:

MGMT 1110	Employment Rules & Regs Or	3
MKTG 1130	Business Regs/Compliance	3

##### Required

MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3

**Subtotal: 12**

#### Semester Three

##### Choose one:

PSYC 1010	Basic Psychology Or	3
EMPL 1000	Interpers Relations/Prof Dev	2

##### Required

MGMT 2115	Human Resource	3
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	Management	
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
	<b>Subtotal:</b>	<b>11</b>

Semester Four

Apply for Graduation		
COMP 1000	Intro to Computer Literacy	3
Choose One:		
MGMT 1135	Managerial Acct/Finance	3
	Or	
ACCT 1100	Financial Accounting I	4
<i>MGMT 1135 and ACCT 1100:- Pre-Req: Regular Admission*</i>		
Required		
	Occupational Related Electives	6
	<b>Subtotal:</b>	<b>12</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 47**

### Supervisor/Management Specialist Certificate Program

SS31

#### Program Description

The Supervisor/Manager Specialist certificate of credit prepares individuals to become supervisors in business, commercial, or manufacturing facilities. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Supervisor/Manager Specialist Technical Certificate of Credit.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length & Availability

1 Semester

Campus Availability: Hall, Forsyth, Online

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### 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 & Regs Or	3
MKTG 1130	Business Regs/Compliance Or	3
MGMT 2120	Labor Management Relations	3
	<b>Subtotal:</b>	<b>12</b>

#### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

Apply for Graduation		
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
Choose One:		
MGMT 1110	Employment Rules & Regs Or	3
MKTG 1130	Business Regs/Compliance Or	3
MGMT 2120	Labor Management Relations	3
	<b>Subtotal:</b>	<b>12</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

## Business Technology

### Business Technology Degree Program

BA23

#### Program Description

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

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
	And	
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy & Physiology I	3
	And	
BIOL 2113L	Anatomy & Physiology I Lab	1

BIOL 2114	Anatomy & Physiology II And	3
BIOL 2114L	Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3
<b>Program-Specific Core – Total of 43 Hours</b>		
COMP 1000	Intro to Computer Literacy	3
BUSN 1400	Word Processing	4
BUSN 1430	Desktop Pub/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	Bus Doc Proofreading/Editing	3
MGMT 1100	Principles of Management	3
ACCT 1100	Financial Accounting I Or	4
BUSN 2200	Office Accounting	4

**Specific Occupational-Guided Electives – Choose 6 Hours**

ACCT 1105	Financial Accounting II	4
ACCT 1130	Payroll Accounting	3
ACCT 2145	Personal Finance	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 Resource Management	3
MKTG 1130	Business Regs/Compliance	3

**Subtotal: 64**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
	Area II General Education Core	3
	Area III General Education Core	3
COMP 1000	Intro to Computer Literacy Occupational Related Elective	3

**Subtotal: 15**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

BUSN 1400	Word Processing	4
<b>Choose One:</b>		
ACCT 1100	Financial Accounting I Or	4
BUSN 2200	Office Accounting	4

*ACCT 1100 and BUSN 2200:- Pre-Req: Regular Admission\**

**Required**

BUSN 1190	Digital Technologies	2
BUSN 1440	Document Production	4

**Subtotal: 14**

BUSN 1190:- Pre-Req: COMP 1000

BUSN 1440:- Co-Req: COMP 1000

Semester Three

BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts & Apps	4
BUSN 1430	Desktop Pub/Presentation Apps	4
	Area IV General Education Core	3

**Subtotal: 14**

*BUSN 1240, BUSN 1410 and BUSN 1430:- Pre-Req: COMP 1000*

Semester Four

	Occupational Related Elective	3
BUSN 1420	Database Applications	4
MGMT 1100	Principles of Management	3
BUSN 2160	Electronic Mail Applications	2

**Subtotal: 12**

*BUSN 1420:- Pre-Req: COMP 1000*

*BUSN 2160:- Pre-Req: COMP 1000 + Regular Admission\**

Semester Five

Apply for Graduation

	General Education Core Electives	3
BUSN 2210	Applied Office Procedures	3
BUSN 2190	Bus Doc Proofreading/Editing	3

**Subtotal: 9**

*BUSN 2210:- Pre-Req: BUSN 1240 + BUSN 1400 + BUSN 1410 + BUSN 1440, Co-Req: BUSN 2200 + ACCT 1100 + BUSN 2190*

*BUSN 2190:- Pre-Req: ENGL 1010 or ENGL 1101, Co-Req: BUSN 1440*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 64**

## Business Technology Diploma Program

BA22

### Program Description

The Business Technology program is designed to prepare graduates for employment in a variety of positions in technology-driven workplaces. The Business Technology

program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

4 Semesters

Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson, Online.

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev Or	2
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	Intro to Computer Literacy	3
BUSN 1400	Word Processing	4
BUSN 1440	Document Production	4
BUSN 2190	Bus Doc 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 Pub/Presentation Apps	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2210	Applied Office Procedures	3
Specific Occupational-Guided Electives – Choose 6 Hours		
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 for ALHS	2
BUSN 1420	Database Applications	4
BUSN 2340	Healthcare 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 Resource Management	3
MKTG 1130	Business Regs/Compliance	3
		<b>Subtotal: 50</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One		
ENGL 1010	Fundamentals of English I	3

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

Choose One:		
PSYC 1010	Basic Psychology	3
	Or	
EMPL 1000	Interpers Relations/Prof Dev	2
Choose One:		
MATH 1011	Business Math	3
	Or	
MATH 1012	Foundations of Mathematics	3
Required		
COMP 1000	Intro to Computer Literacy	3
	Occupational Related Elective	3
		<b>Subtotal: 14</b>

Semester Two		
BUSN 1400	Word Processing	4
<i>BUSN 1400:- Pre-Req: COMP 1000</i>		
Choose One:		
ACCT 1100	Financial Accounting I	4
	Or	
BUSN 2200	Office Accounting	4
<i>ACCT 1100 and BUSN 2200:- Pre-Req: Regular Admission*</i>		

Required		
BUSN 1190	Digital Technologies	2
BUSN 1440	Document Production	4
		<b>Subtotal: 14</b>
<i>BUSN 1190:- Pre-Req: COMP 1000</i>		
<i>BUSN 1440:- Co-Req: COMP 1000</i>		

Semester Three		
BUSN 1240	Office Procedures	3
BUSN 1410	Spreadsheet Concepts & Apps	4
BUSN 1430	Desktop Pub/Presentation Apps	4
BUSN 2160	Electronic Mail Applications	2
		<b>Subtotal: 13</b>

*BUSN 1240, BUSN 1410 and BUSN 1430:- Pre-Req: COMP 1000*

*BUSN 2160:- Pre-Req: COMP 1000 + Regular Admission\**

Semester Four		
Apply for Graduation		
	Occupational Related Elective	3

BUSN 2210	Applied Office Procedures	3
BUSN 2190	Bus Doc Proofreading/Editing	3
		<b>Subtotal: 9</b>

*BUSN 2210:- Pre-Req: BUSN 1240 + BUSN 1400 + BUSN 1410 + BUSN 1440, Co-Req: BUSN 2200 + ACCT 1100 + BUSN 2190*

*BUSN 2190:- Pre-Req: ENGL 1010 or ENGL 1101, Co-Req: BUSN 1440*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 50**

## Medical Front Office Assistant Certificate Program

MF21

### Program Description

The Medical Front Office Assistant certificate of credit is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

### Program Specific Information

Students are accepted every semester based on course and space availability.

Students must complete ALL COURSES with a grade of C or higher in order to graduate.

### Program Length & Availability

2 Semesters

Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 16 Hours

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3
BUSN 1440	Document Production	4
BUSN 2340	Healthcare Admin Procedures	4
ALHS 1090	Medical Terminology for ALHS	2

Specific Occupational-Related Electives – Total of 7 Hours

ALHS 1011	Structure/Function- Human Body	5
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Occupational-Related Electives - Choose a minimum of 2 Hours

ALHS 1040	Introduction to Healthcare	3
ALHS 1054	Spanish Allied Health Workers	3
MAST 1100	Medical Insurance Mgmt	2
MAST 1110	Administrative Practice Mgmt	3

**Subtotal: 23**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3
ALHS 1090	Medical Terminology for ALHS	2
ALHS 1011	Structure/Function- Human Body	5

**Subtotal: 13**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission\**

Semester Two

Apply for Graduation

BUSN 1440	Document Production	4
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BUSN 2340	Healthcare Admin Procedures	4
	Occupational Related Electives	2

**Subtotal: 10**

*BUSN 1440:- Co-Req: COMP 1000*

*BUSN 2340:- Pre-Req: ALHS 1011 + ALHS 1090 + COMP 1000, Co-Req: BUSN 1440*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 23**

## Microsoft Excel Application Professional Certificate Program

ME51

### Program Description

This certificate of credit prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

2 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 10 Hours

COMP 1000	Intro to Computer Literacy	3
BUSN 1410	Spreadsheet Concepts & Apps	4

MATH 1011	Business Math	3
	Or	

MATH 1012	Foundations of Mathematics	3
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Specific Occupational-Related Elective – Choose 3 Hours

BUSN 1420	Database Applications	4
BUSN 1430	Desktop Pub/Presentation Apps	4
BUSN 1440	Document Production	4

**Subtotal: 13**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

COMP 1000	Intro to Computer Literacy	3
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Choose One:

MATH 1011	Business Math	3
	Or	

MATH 1012	Foundations of Mathematics	3
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**Subtotal: 6**

Semester Two

Apply for Graduation

BUSN 1410	Spreadsheet Concepts & Apps	4
	Occupational Related Elective	3

**Subtotal: 7**

*BUSN 1410:- Pre-Req: COMP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**

## Microsoft Office Applications Professional Certificate Program

MF41

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

2 Semesters

Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 19 Hours

COMP 1000	Intro to Computer Literacy	3
BUSN 1400	Word Processing	4
BUSN 1410	Spreadsheet Concepts &	4

	Apps	
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Pub/Presentation Apps	4

Specific Occupational-Related Elective – Choose 3 Hours

BUSN 1240	Office Procedures	3
BUSN 1440	Document Production	4
CIST 1510	Web Development I	3
MGMT 1120	Introduction to Business	3

**Subtotal: 22**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

COMP 1000	Intro to Computer Literacy	3
	Occupational Related Elective	3

**Subtotal: 6**

#### Semester Two

BUSN 1400	Word Processing	4
BUSN 1410	Spreadsheet Concepts & Apps	4
BUSN 1420	Database Applications	4
BUSN 1430	Desktop Pub/Presentation Apps	4

**Subtotal: 16**

*BUSN 1400, BUSN 1410, BUSN 1420 and BUSN 1430:-  
Pre-Req: COMP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 22**

## Computer Information Systems

### Computer Programming Degree Program

CP23

### Program Description

The Computer Programming Associate of Applied Science (AAS) Degree program consists of courses designed to provide students with an understanding of the concepts, principles, and techniques required in writing computer software. Those interested in a Computer Programming

Associate of Applied Technology degree should be highly motivated individuals who are interested in becoming an Information Technology professional. Program graduates are to be competent in the general areas of English/humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, as well as in the technical areas of SQL, XHTML, systems analysis and design, database management, networking concepts, and the programming languages PHP, Visual BASIC, Java, C++, and JavaScript.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

5 Semesters

Campus Availability: Hall, Forsyth

**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.

Curriculum

**Admissions Requirements**

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I And	3
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy & Physiology I And	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II And	3
BIOL 2114L	Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3

MATH 1103	Quantitative Skills/Reasoning	3	Tier Two – Choose Minimum of 8 Hours		
MATH 1111	College Algebra	3	CIST 2312	Visual Basic II	4
MATH 1113	Precalculus	3	CIST 2313	Visual Basic III	4
MATH 1127	Introduction to Statistics	3	CIST 2342	C# Programming II	4
MATH 1131	Calculus I	4	CIST 2343	C# Programming III	4
MUSC 1101	Music Appreciation	3	CIST 2352	PHP Programming II	4
			CIST 2362	C++ Programming II	4
PHYS 1110	Conceptual Physics	3	CIST 2372	Java Programming II	4
	And		CIST 2373	Java Programming III	4
PHYS 1110L	Conceptual Physics Lab I	1	CIST 2383	User Experience	4
			CIST 2385	Android Mobile	4
POLS 1101	American Government	3		Programming	
POLS 2401	Global Issues	3	CIST 2386	iOS Mobile Programming	4
PSYC 1101	Introductory Psychology	3	CIST 2388	Cross-Platform Mobile	4
PSYC 2103	Human Development	3		Programming	
RELG 1101	World Religions	3			
SOCI 1101	Introduction to Sociology	3			
SOCI 2600	Intro to Social Problems	3			
SPAN 1101	Intro to Spanish Lang/Culture	3			
SPCH 1101	Public Speaking	3			
THEA 1101	Theater Appreciation	3			
					<b>Subtotal: 65</b>
Program-Specific Core – Total of 30 Hours			<b>Graduation Plan</b>		
COMP 1000	Intro to Computer Literacy	3	Note: For a list of which courses are part of the elective area or programming courses, please see the Curriculum tab for this program.		
CIST 1001	Computer Concepts	4	Semester One		
CIST 1220	Structured Query Language	4	ENGL 1101	Composition & Rhetoric	3
CIST 1305	Program Design & Development	3	COMP 1000	Intro to Computer Literacy	3
CIST 1510	Web Development I	3	CIST 1001	Computer Concepts	4
CIST 2921	IT Analysis & Design	4	CIST 1305	Program Design & Development	3
CIST	Elective	3			<b>Subtotal: 13</b>
CIST	Elective	3	<i>ENGL 1101:- Pre-Req: Test Scores-See Advisor</i>		
BUSN 1300	Introduction to Business	3	Semester Two		
	Or			Area III General Education	3
MGMT 1120	Introduction to Business	3		Core	
	Or		CIST 1220	Structured Query Language	4
ACCT 1100	Financial Accounting I	4	CIST 1510	Web Development I	3
			CIST 2921	IT Analysis & Design	4
					<b>Subtotal: 14</b>
Programming Language Courses - Choose 20 Hours			Semester Three		
Tier One – Choose Maximum of 12 Hours				Area II General Education	3
CIST 2311	Visual Basic I	4		Core	
CIST 2341	C# Programming I	4	CIST	Elective	3
CIST 2351	PHP Programming I	4		Programming Course	4
CIST 2361	C++ Programming I	4		Programming Course	4
CIST 2371	Java Programming	4			<b>Subtotal: 14</b>
CIST 2381	Mobile Application Development	4	Semester Four		
CIST 2580	Interactive/Social Apps Integ.	4		Programming Course	4
CIST 2742	Beginning Python Programming	4		Programming Course	4
				Programming Course	4
					<b>Subtotal: 12</b>

Semester Five

Apply for Graduation		
	Area IV General Education Core	3
	General Education Core Electives	3
CIST	Elective	3
		<b>Subtotal: 9</b>

Choose One:		
BUSN 1300	Introduction to Business	3
	Or	
ACCT 1100	Financial Accounting I	4
	Or	
MGMT 1120	Introduction to Business	3
		<b>Subtotal: 3</b>

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 65**

### Computer Support Specialist Degree Program

CS23

#### Program Description

The Computer Support Specialist Associate of Applied Science (AAS) Degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as computer support specialists.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Industry Certification Preparation

CompTIA A+, Network+, Project+

### Program Length & Availability

5 Semesters

Campus Availability: Hall

#### 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.

Curriculum

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

## Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

## General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I And	3
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy & Physiology I And	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II And	3
BIOL 2114L	Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3

RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

## Program-Specific Core – Total of 32 Hours

COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
CIST 1305	Program Design & Development	3
CIST 1401	Comp Networking Fundamentals Or	4
CIST 2441	Network Home/Sm Business Or	4
CIST 2451	Introduction to Networks- CISCO	4
CIST 2129	Comp Database Techniques Or	4
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

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	Comp. Spreadsheet Techniques	3
CIST 2129	Comp Database Techniques	4
CIST 2311	Visual Basic I	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	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	Introduction to Networks- CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST 2454	Cisco 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
WLET 1000	Intro to UNIX & Linux w/Script	4
Office Productivity Application Course – Choose 3 Hours		
BUSN 1400	Word Processing	4
BUSN 1410	Spreadsheet Concepts & Apps	4
BUSN 1430	Desktop Pub/Presentation Apps	4
		<b>Subtotal: 62</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
		<b>Subtotal: 13</b>

*ENGL 1101:- Pre-Req: Test Scores-See Advisor*

*CIST 1001:- Co-Req: COMP 1000*

**Semester Two**

	Area II General Education Core	3
CIST 1130	Operating Systems Concepts	3
Choose One:		
CIST 1401	Comp Networking Fundamentals	4
	Or	
CIST 2441	Network Home/Sm Business	4
	Or	
CIST 2451	Introduction to Networks-	4

CISCO  
*CIST 2441:- Pre-Req: COMP 1000*

Required  
CIST Elective 4  
**Subtotal: 14**

Semester Three  
Area III General Education 3  
Core  
CIST 1122 Hardware Install/Maintenance 4  
BUSN 1420 Database Applications 4  
**Subtotal: 11**

Semester Four  
Area IV General Education 3  
Core

Choose One:  
BUSN 1400 Word Processing 4  
Or  
BUSN 1410 Spreadsheet Concepts &  
Apps 4  
Or  
BUSN 1430 Desktop Pub/Presentation  
Apps 4

*BUSN 1410 and BUSN 1430:- Pre-Req: COMP 1000*

Required  
CIST 2921 IT Analysis & Design 4  
CIST 1601 Info Security Fundamentals 3  
**Subtotal: 14**

*CIST 2921:- Pre-Req: CIST 1305*

**Semester Five**

Apply for Graduation  
General Education Core 3  
Electives  
CIST Elective 4  
CIST Elective 4  
**Subtotal: 11**

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**\*\*Program requires 62 hours; however, our options for the Office Productivity Application requirement are each 4 hour courses, making the total 63 hours.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 63**

## Cybersecurity Degree Program

CY13

### Program Description

The Cybersecurity Associate of Applied Science (AAS) Degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Cybersecurity Specialists or Information Security Analysts.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow

### 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.

Curriculum

### Admissions Requirements

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 Composition &amp; 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

SOC 2600 Intro to Social Problems 3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 Mathematical Modeling 3

MATH 1103 Quantitative Skills/Reasoning 3

MATH 1111 College Algebra 3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3

ENGL 2110 World Literature 3

ENGL 2130 American Literature 3

HUMN 1101 Intro to Humanities 3

MUSC 1101 Music Appreciation 3

RELG 1101 World Religions 3

THEA 1101 Theater Appreciation 3

General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3

BIOL 1111 Biology I 3

And

BIOL 1111L Biology Lab I 1

BIOL 2113 Anatomy &amp; Physiology I 3

And

BIOL 2113L Anatomy &amp; Physiology I Lab 1

BIOL 2114 Anatomy &amp; Physiology II 3

And

BIOL 2114L Anatomy &amp; Physiology II 1

Lab

COMM 1100 Human Communication 3



ECON 1101	Principles of Economics	3	CIST 2613	Ethical Hacking and Penetration Testing	4
ECON 2105	Macroeconomics	3			
ECON 2106	Microeconomics	3			
ENGL 1102	Literature & Composition	3	CIST Electives – Choose 4 Hours		
ENGL 2110	World Literature	3	BUSN 1410	Spreadsheet Concepts & Apps	4
ENGL 2130	American Literature	3	CIST 1401	Comp Networking Fundamentals	4
HIST 1111	World History I	3	CIST 1510	Web Development I	3
HIST 1112	World History II	3	CIST 1520	Scripting Technologies	3
HIST 2111	U.S. History I	3	CIST 1530	Web Graphics I	3
HIST 2112	U.S. History II	3	CIST 1540	Web Animation I	3
HUMN 1101	Intro to Humanities	3	CIST 2127	Computer Word Processing	3
MATH 1101	Mathematical Modeling	3	CIST 2128	Comp. Spreadsheet Techniques	3
MATH 1103	Quantitative Skills/Reasoning	3	CIST 2129	Comp Database Techniques	4
MATH 1111	College Algebra	3	CIST 2311	Visual Basic I	4
MATH 1113	Precalculus	3	CIST 2411	Microsoft Client	4
MATH 1127	Introduction to Statistics	3	CIST 2412	Microsoft Server Installation and Maintenance	4
MATH 1131	Calculus I	4	CIST 2413	Microsoft Server Networking	4
MUSC 1101	Music Appreciation	3	CIST 2414	MS Server Administrator	4
			CIST 2431	UNIX/LINUX Introduction	4
PHYS 1110	Conceptual Physics And	3	CIST 2432	UNIX/LINUX Server	4
PHYS 1110L	Conceptual Physics Lab I	1	CIST 2433	UNIX/LINUX Advanced Server	4
			CIST 2434	UNIX/LINUX Scripting	4
POLS 1101	American Government	3	CIST 2451	Introduction to Networks-CISCO	4
POLS 2401	Global Issues	3	CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
PSYC 1101	Introductory Psychology	3	CIST 2453	Enterprise Networking, Security, and Automation	4
PSYC 2103	Human Development	3	CIST 2454	Cisco Connecting Networks	4
RELG 1101	World Religions	3	CIST 2510	Web Technologies	3
SOCI 1101	Introduction to Sociology	3	CIST 2550	Web Development II	3
SOCI 2600	Intro to Social Problems	3	CIST 2560	Web Application Programming	4
SPAN 1101	Intro to Spanish Lang/Culture	3	CIST 2570	Open Source Web App Prog I	4
SPCH 1101	Public Speaking	3			
THEA 1101	Theater Appreciation	3			
Program-Specific Core – Total of 41 Hours					
COMP 1000	Intro to Computer Literacy	3			
CIST 1001	Computer Concepts	4			
CIST 1122	Hardware Install/Maintenance	4			
CIST 1401	Comp Networking Fundamentals Or	4			
CIST 2451	Introduction to Networks-CISCO	4			
CIST 1601	Info Security Fundamentals	3			
CIST 1602	Security Policies & Procedures	3			
CIST 2601	Implementing Op System Security	4			
CIST 2602	Network Security	4			
CIST 2611	Network Defense	4			
CIST 2612	Computer Forensics	4			
				<b>Subtotal: 60</b>	
			<b>Graduation Plan</b>		
			Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.		
			Semester One		
			ENGL 1101	Composition & Rhetoric	3
			COMP 1000	Intro to Computer Literacy	3
			CIST 1001	Computer Concepts	4
			CIST 1122	Hardware Install/Maintenance	4
				<b>Subtotal: 14</b>	

*ENGL 1101:- Pre-Req: Test Scores-See Advisor*

Semester Two			
CIST 1601	Info Security Fundamentals		3
CIST 1602	Security Policies & Procedures		3
MATH 1111	College Algebra		3
			<b>Subtotal: 9</b>

Choose One:			
CIST 1401	Comp Networking Fundamentals		4
	Or		
CIST 2451	Introduction to Networks-CISCO		4
			<b>Subtotal: 4</b>

Semester Three			
	Area II General Education Core		3
CIST 2601	Implenting Op System Security		4
CIST 2602	Network Security		4
			<b>Subtotal: 11</b>

CIST 2601: Pre-req CIST 1601 + (CIST 1401 or CIST 2451)

CIST 2602: Pre-req CIST 1601 + (CIST 1401 or CIST 2451)

Semester Four			
	Area IV General Education Core		3
CIST 2611	Network Defense		4
CIST 2612	Computer Forensics		4
			<b>Subtotal: 11</b>

CIST 2611: Pre-req CIST 1601 + (CIST 1401 or CIST 2451)

CIST 2612: Pre-req CIST 1601 + CIST 1122

Semester Five			
Apply for Graduation			
	General Education Core Electives		3
CIST	Elective		4
CIST 2613	Ethical Hacking and Penetration Testing		4
			<b>Subtotal: 11</b>

CIST 2613: Pre-req CIST 1601

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 60**

## Internet Specialist – Web Site Design Degree Program

IS53

### Program Description

The Internet Specialist Web Site Design Associate of Applied Science (AAS) Degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists - Web Site Designers.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth

### 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

### 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, COMPASS, or ASSET test scores.

**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  
 SOCI 2600 Intro to Social Problems 3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 Mathematical Modeling 3  
 MATH 1103 Quantitative Skills/Reasoning 3  
 MATH 1111 College Algebra 3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 ENGL 2110 World Literature 3  
 ENGL 2130 American Literature 3  
 HUMN 1101 Intro to Humanities 3  
 MUSC 1101 Music Appreciation 3  
 RELG 1101 World Religions 3  
 THEA 1101 Theater Appreciation 3

General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
  
 BIOL 1111 Biology I 3  
 And  
 BIOL 1111L Biology Lab I 1  
  
 BIOL 2113 Anatomy & Physiology I 3  
 And  
 BIOL 2113L Anatomy & Physiology I Lab 1  
  
 BIOL 2114 Anatomy & Physiology II 3

And  
 BIOL 2114L Anatomy & Physiology II Lab 1  
  
 COMM 1100 Human Communication 3  
 ECON 1101 Principles of Economics 3  
 ECON 2105 Macroeconomics 3  
 ECON 2106 Microeconomics 3  
 ENGL 1102 Literature & Composition 3  
 ENGL 2110 World Literature 3  
 ENGL 2130 American Literature 3  
 HIST 1111 World History I 3  
 HIST 1112 World History II 3  
 HIST 2111 U.S. History I 3  
 HIST 2112 U.S. History II 3  
 HUMN 1101 Intro to Humanities 3  
 MATH 1101 Mathematical Modeling 3  
 MATH 1103 Quantitative Skills/Reasoning 3  
 MATH 1111 College Algebra 3  
 MATH 1113 Precalculus 3  
 MATH 1127 Introduction to Statistics 3  
 MATH 1131 Calculus I 4  
 MUSC 1101 Music Appreciation 3  
  
 PHYS 1110 Conceptual Physics 3  
 And  
 PHYS 1110L Conceptual Physics Lab I 1  
  
 POLS 1101 American Government 3  
 POLS 2401 Global Issues 3  
 PSYC 1101 Introductory Psychology 3  
 PSYC 2103 Human Development 3  
 RELG 1101 World Religions 3  
 SOCI 1101 Introduction to Sociology 3  
 SOCI 2600 Intro to Social Problems 3  
 SPAN 1101 Intro to Spanish Lang/Culture 3  
 SPCH 1101 Public Speaking 3

Program-Specific Core – Total of 42 Hours

COMP 1000 Intro to Computer Literacy 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
<b>CIST Elective Programming Course – Choose 4 Hours</b>		
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
<b>CIST Elective – Choose 3 Hours</b>		
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
<b>Subtotal: 64</b>		

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3
<b>Subtotal: 13</b>		

*ENGL 1101:- Pre-Req: Test Scores-See Advisor*

*CIST 1001:- Co-Req: COMP 1000*

**Semester Two**

	Area II General Education Core	3
CIST 1220	Structured Query Language	4
CIST 1510	Web Development I	3
CIST 1520	Scripting Technologies	3

**Subtotal: 13**

*CIST 1520:- Pre-Req: CIST 1510*

**Semester Three**

	Area III General Education Core	3
CIST 1601	Info Security Fundamentals	3
CIST 1530	Web Graphics I	3
CIST	Programming Elective	4
<b>Subtotal: 13</b>		

**Semester Four**

	Area IV General Education Core	3
CIST 2510	Web Technologies	3
<i>CIST 2510:- Pre-Req: COMP 1000 + CIST 1510</i>		
<b>Choose One:</b>		
CIST 2531	Web Graphics II	3
	Or	
CIST 2541	Web Animation II	3
<b>Required</b>		
CIST 2550	Web Development II	3
<b>Subtotal: 12</b>		

*CIST 2550:- Pre-Req: CIST 1510*

**Semester Five****Apply for Graduation**

	General Education Core Electives	3
CIST	Elective	3
CIST 2921	IT Analysis & Design	4
<b>Choose One:</b>		
CIST 2950	Web Systems Projects	3
	Or	
CIST 2991	CIST Internship I	3
<b>Subtotal: 13</b>		

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 64****Networking Specialist Degree Program**

NS13

**Program Description**

The Networking Specialist Associate of Applied Science (AAS) 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: Hall, Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I And BIOL 1111L	3 1
BIOL 2113	Anatomy & Physiology I And BIOL 2113L	3 1
BIOL 2114	Anatomy & Physiology II And BIOL 2114L	3 1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3

HIST 1112	World History II	3	CIST Electives-- Choose 14 Hours		
HIST 2111	U.S. History I	3	CIST 1305	Program Design & Development	3
HIST 2112	U.S. History II	3	CIST 1401	Comp Networking Fundamentals	4
HUMN 1101	Intro to Humanities	3	CIST 1510	Web Development I	3
MATH 1101	Mathematical Modeling	3	CIST 1601	Info Security Fundamentals	3
MATH 1103	Quantitative Skills/Reasoning	3	CIST 1602	Security Policies & Procedures	3
MATH 1111	College Algebra	3	CIST 1220	Structured Query Language	4
MATH 1127	Introduction to Statistics	3	CIST 2351	PHP Programming I	4
MATH 1131	Calculus I	4	CIST 2411	Microsoft Client	4
MUSC 1101	Music Appreciation	3	CIST 2412	Microsoft Server Installation and Maintenance	4
PHYS 1110	Conceptual Physics And	3	CIST 2413	Microsoft Server Networking	4
PHYS 1110L	Conceptual Physics Lab I	1	CIST 2414	MS Server Administrator	4
POLS 1101	American Government	3	CIST 2431	UNIX/LINUX Introduction	4
POLS 2401	Global Issues	3	CIST 2432	UNIX/LINUX Server	4
PSYC 1101	Introductory Psychology	3	CIST 2433	UNIX/LINUX Advanced Server	4
PSYC 2103	Human Development	3	CIST 2434	UNIX/LINUX Scripting	4
RELG 1101	World Religions	3	CIST 2441	Network Home/Sm Business	4
SOCI 1101	Introduction to Sociology	3	CIST 2451	Introduction to Networks-CISCO	4
SOCI 2600	Intro to Social Problems	3	CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
SPAN 1101	Intro to Spanish Lang/Culture	3	CIST 2453	Enterprise Networking, Security, and Automation	4
SPCH 1101	Public Speaking	3	CIST 2454	Cisco Connecting Networks	4
THEA 1101	Theater Appreciation	3	CIST 2471	Implementing IP Routing	4
Program-Specific Core – Total of 21 Hours			CIST 2472	Implementing IP Switching	4
COMP 1000	Intro to Computer Literacy	3	CIST 2473	Maintaining/Tlshooting IP Net	4
CIST 1001	Computer Concepts	4	CIST 2601	Implenting Op System Security	4
CIST 1122	Hardware Install/Maintenance	4	CIST 2602	Network Security	4
CIST 1130	Operating Systems Concepts	3	CIST 2611	Network Defense	4
CIST 1401	Comp Networking Fundamentals	4	CIST 2612	Computer Forensics	4
	Or		WLET 1000	Intro to UNIX & Linux w/Script	4
CIST 2441	Network Home/Sm Business	4	Choose a Specialization – Total of 16 Hours		
	Or		LINUX/UNIX Specialization		
CIST 2451	Introduction to Networks-CISCO	4	CIST 2431	UNIX/LINUX Introduction	4
			Or		
CIST 1601	Info Security Fundamentals	3	WLET 1000	Intro to UNIX & Linux w/Script	4
	Or		CIST 2432	UNIX/LINUX Server	4
CIST 1602	Security Policies & Procedures	3	CIST 2433	UNIX/LINUX Advanced Server	4
	Or		CIST 2434	UNIX/LINUX Scripting	4
CIST 2601	Implenting Op System Security	4	CISCO Exploration Specialization		
	Or		CIST 2451	Introduction to Networks-CISCO	4
CIST 2602	Network Security	4			
	Or				
CIST 2611	Network Defense	4			
	Or				
CIST 2612	Computer Forensics	4			

CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST	Guided Elective	4
		<b>Subtotal: 66</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One		
ENGL 1101	Composition & Rhetoric	3
COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
	Area III General Education Core	3
		<b>Subtotal: 13</b>

*ENGL 1101:- Pre-Req: Test Scores-See Advisor*

*CIST 1001:- Co-Req: COMP 1000*

Semester Two		
	Area II General Education Core	3
CIST 1130	Operating Systems Concepts	3
Choose One:		
CIST 1401	Comp Networking Fundamentals	4
	Or	
CIST 2441	Network Home/Sm Business	4
	Or	
CIST 2451	Introduction to Networks-CISCO	4

*CIST 1401 and CIST 2441:- Pre-Req: COMP 1000*

Required		
CIST 1601	Info Security Fundamentals	3
		<b>Subtotal: 13</b>

Semester Three		
	Area IV General Education Core	3
CIST 1122	Hardware Install/Maintenance	4
CIST	Elective	4
	General Education Core Electives	3
		<b>Subtotal: 14</b>

Semester Four		
CIST	Elective	3
CIST	Elective	3

Specialization Course 1 of 4	4
Specialization Course 2 of 4	4
<b>Subtotal: 14</b>	

Semester Five

Apply for Graduation		
CIST	Elective	4
	Specialization Course 3 of 4	4
	Specialization Course 4 of 4	4
		<b>Subtotal: 12</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 66**

**Computer Programming Diploma Program**

CP24

**Program Description**

The Computer Programming diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Those interested in a Computer Programming diploma should be highly motivated individuals who are interested in becoming an Information Technology professional. Program graduates are to be competent in the technical areas of SQL, XHTML, systems analysis and design, database management, networking concepts, and the programming languages PHP, Visual BASIC, Java, C++, and JavaScript.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall, Forsyth

**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.

### Admissions Requirements

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

#### Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

#### Program-Specific Core – Total of 21 Hours

CIST 1305	Program Design & Development	3
COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1220	Structured Query Language	4
CIST 1510	Web Development I	3
CIST 2921	IT Analysis & Design	4

**Subtotal: 21**

#### CIST Electives – Choose 3 Hours

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	Comp. Spreadsheet Techniques	3
CIST 2129	Comp Database Techniques	4
CIST 2311	Visual Basic I	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	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	Introduction to Networks-CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST 2454	Cisco 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

#### Programming Language Courses - Choose 20 Hours

##### Tier One – Choose Maximum of 12 Hours

CIST 2311	Visual Basic I	4
CIST 2341	C# Programming I	4
CIST 2351	PHP Programming I	4
CIST 2361	C++ Programming I	4
CIST 2371	Java Programming	4
CIST 2381	Mobile Application Development	4
CIST 2580	Interactive/Social Apps Integ.	4
CIST 2742	Beginning Python Programming	4

##### Tier Two – Choose Minimum of 8 Hours

CIST 2312	Visual Basic II	4
CIST 2313	Visual Basic III	4
CIST 2342	C# Programming II	4
CIST 2343	C# Programming III	4
CIST 2352	PHP Programming II	4
CIST 2362	C++ Programming II	4
CIST 2372	Java Programming II	4
CIST 2373	Java Programming III	4
CIST 2383	User Experience	4
CIST 2385	Android Mobile Programming	4
CIST 2386	iOS Mobile Programming	4
CIST 2388	Cross-Platform Mobile Programming	4

**Subtotal: 52**

### Graduation Plan

Note: For a list of which courses are part of the elective area or programming courses, please see the Curriculum tab for this program.

#### Semester One

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3



CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3

**Subtotal: 13**

*ENGL 1010:- Pre-Req: Test Scores-See Advisor*

**Semester Two**

MATH 1012	Foundations of Mathematics	3
CIST 1510	Web Development I	3
CIST 1220	Structured Query Language	4
CIST 2921	IT Analysis & Design	4

**Subtotal: 14**

*MATH 1012:- Pre-Req: Test Scores-See Advisor*

**Semester Three**

CIST	Elective	3
	Programming Course	4
	Programming Course	4

**Subtotal: 11**

**Semester Four**

**Apply for Graduation**

EMPL 1000	Interpers Relations/Prof Dev	2
	Programming Course	4
	Programming Course	4
	Programming Course	4

**Subtotal: 14**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 52**

**Computer Support Specialist Diploma Program**

CS14

**Program Description**

The Computer Support Specialist diploma program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Support Specialist diploma and are qualified for employment as computer support specialists.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Industry Certification Preparation**

CompTIA A+, Network+, Project+

**Program Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

**Basic Skills – Total of 8 Hours**

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

**Program-Specific Core – Total of 32 Hours**

COMP 1000	Intro to Computer Literacy	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/Sm Business	4
	Or	
CIST 2451	Introduction to Networks-CISCO	4

CIST 2129	Comp Database Techniques	4	Semester One		
	Or		ENGL 1010	Fundamentals of English I	3
BUSN 1420	Database Applications	4	COMP 1000	Intro to Computer Literacy	3
			CIST 1001	Computer Concepts	4
CIST 1122	Hardware Install/Maintenance	4	CIST 1305	Program Design &	3
CIST 1601	Info Security Fundamentals	3		Development	
CIST 2921	IT Analysis & Design	4			<b>Subtotal: 13</b>
CIST Electives – Choose 15 Hours			<i>ENGL 1010:- Pre-Req: Test Scores-See Advisor</i>		
BUSN 1410	Spreadsheet Concepts & Apps	4	<i>CIST 1001:- Co-Req: COMP 1000</i>		
CIST 1401	Comp Networking Fundamentals	4	Semester Two		
CIST 1510	Web Development I	3	MATH 1012	Foundations of Mathematics	3
CIST 1520	Scripting Technologies	3	CIST 1130	Operating Systems Concepts	3
CIST 1530	Web Graphics I	3			<i>MATH 1012:- Pre-Req: Test Scores-See Advisor</i>
CIST 1540	Web Animation I	3	Choose One:		
CIST 2127	Computer Word Processing	3	CIST 1401	Comp Networking Fundamentals	4
CIST 2128	Comp. Spreadsheet Techniques	3		Or	
CIST 2129	Comp Database Techniques	4	CIST 2441	Network Home/Sm Business	4
CIST 2311	Visual Basic I	4		Or	
CIST 2411	Microsoft Client	4	CIST 2451	Introduction to Networks-CISCO	4
CIST 2412	Microsoft Server Installation and Maintenance	4			<i>CIST 1401 and CIST 2441:- Pre-Req: COMP 1000</i>
CIST 2413	Microsoft Server Networking	4	Required		
CIST 2414	MS Server Administrator	4	CIST	Elective	3
CIST 2431	UNIX/LINUX Introduction	4			<b>Subtotal: 13</b>
CIST 2432	UNIX/LINUX Server	4	Semester Three		
CIST 2433	UNIX/LINUX Advanced Server	4	EMPL 1000	Interpers Relations/Prof Dev	2
CIST 2434	UNIX/LINUX Scripting	4	CIST 1122	Hardware Install/Maintenance	4
CIST 2451	Introduction to Networks-CISCO	4	BUSN 1420	Database Applications	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4	CIST	Elective	4
CIST 2453	Enterprise Networking, Security, and Automation	4			<b>Subtotal: 14</b>
CIST 2454	Cisco Connecting Networks	4	Semester Four		
CIST 2510	Web Technologies	3	Apply for Graduation		
CIST 2550	Web Development II	3	CIST 1601	Info Security Fundamentals	3
CIST 2560	Web Application Programming	4	CIST	Elective	4
CIST 2570	Open Source Web App Prog I	4	CIST	Elective	4
WLET 1000	Intro to UNIX & Linux w/Script	4	CIST 2921	IT Analysis & Design	4
					<b>Subtotal: 15</b>
			<i>CIST 2921:- Pre-Req: CIST 1305</i>		
			<b>This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.</b>		
		<b>Subtotal: 55</b>			<b>Subtotal: 55</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

## Cybersecurity Diploma Program

CY12

### Program Description

The Cybersecurity 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 basic skills areas of English and mathematics, as well as in the technical areas of computer terminology and concepts, computer networking, and network security. Program graduates are qualified for employment as Computer Network Security Specialists, Cybersecurity Specialists or Information Security Analysts.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

3 Semesters

Campus Availability: Hall, Forsyth, Barrow

### 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.

### Admissions Requirements

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 30 Hours

COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Install/Maintenance	4
CIST 1401	Comp Networking Fundamentals Or	4
CIST 2451	Introduction to Networks-CISCO	4
CIST 1601	Info Security Fundamentals	3
CIST 2601	Implenting Op System Security	4
CIST 2602	Network Security	4
CIST 2612	Computer Forensics	4
CIST Electives – Choose 8 Hours		
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	Comp. Spreadsheet Techniques	3
CIST 2129	Comp Database Techniques	4
CIST 2311	Visual Basic I	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	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	Introduction to Networks-CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST 2454	Cisco 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	4

I

**Subtotal: 46****Subtotal: 46****Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Install/Maintenance	4

**Subtotal: 14**

*ENGL 1010:- Pre-Req: Test Scores-See Advisor*

**Semester Two**

MATH 1012	Foundations of Mathematics	3
CIST 1601	Info Security Fundamentals	3
CIST	Elective	4
EMPL 1000	Interpers Relations/Prof Dev	2

**Subtotal: 12**

*MATH 1012:- Pre-Req: Test Scores-See Advisor*

**Choose One:**

CIST 1401	Comp Networking Fundamentals	4
	Or	
CIST 2451	Introduction to Networks-CISCO	4

**Subtotal: 4****Semester Three****Apply for Graduation**

CIST 2601	Implenting Op System Security	4
CIST 2602	Network Security	4
CIST 2612	Computer Forensics	4
CIST	Elective	4

**Subtotal: 16**

*CIST 2601 and CIST 2602 - Pre-Req: CIST 1601 + (CIST 1401 or CIST 2451)*

*CIST 2612 - Pre-Req: CIST 1122 and CIST 1601*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

## Internet Specialist – Web Site Design Diploma Program

IS64

**Program Description**

The Internet Specialist Web Site Design diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Internet Specialists Web Site Designers.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall, Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
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EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3
<b>Program-Specific Core – Total of 39 Hours</b>		
COMP 1000	Intro to Computer Literacy	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
<b>CIST Elective Programming Course – Choose 4 Hours</b>		
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
<b>CIST Elective – Choose 3 Hours</b>		
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
		<b>Subtotal: 54</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3

CIST 1001	Computer Concepts	4
CIST 1305	Program Design & Development	3

**Subtotal: 13**

*ENGL 1010:- Pre-Req: Test Scores-See Advisor*

*CIST 1001:- Co-Req: COMP 1000*

**Semester Two**

EMPL 1000	Interpers Relations/Prof Dev	2
CIST 1220	Structured Query Language	4
CIST 1510	Web Development I	3
CIST 1520	Scripting Technologies	3
CIST 1601	Info Security Fundamentals	3

**Subtotal: 15**

*CIST 1520:- Pre-Req: CIST 1510*

**Semester Three**

MATH 1012	Foundations of Mathematics	3
CIST 1530	Web Graphics I	3
CIST 2510	Web Technologies	3
CIST	Programming Elective	4

**Subtotal: 13**

**Semester Four**

Apply for Graduation

Choose One:

CIST 2531	Web Graphics II	3
	Or	
CIST 2541	Web Animation II	3
CIST 2550	Web Development II	3
CIST	Elective	3
CIST 2921	IT Analysis & Design	4

**Subtotal: 13**

*CIST 2550:- Pre-Req: CIST 1510*

*CIST 2921:- Pre-Req: CIST 1305*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 54**

**Networking Specialist Diploma Program**

NS14

**Program Description**

The Networking Specialist diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques

required in computer information processing. Graduates are to be competent in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as Networking Specialists.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Industry Certification Preparation:

CompTIA A+, Network+, Security+

CompTIA Linux+

Microsoft MCSA, MCSE

Cisco CCENT, CCNA

### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 21 Hours

COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4

CIST 1122	Hardware Install/Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Comp Networking Fundamentals	4
CIST 2441	Network Home/Sm Business	4
CIST 2451	Introduction to Networks-CISCO	4
CIST 1601	Info Security Fundamentals	3
CIST 1602	Security Policies & Procedures	3
CIST 2601	Implenting Op System Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense	4
CIST 2612	Computer Forensics	4
CIST Electives–	Choose 9 Hours	
CIST 1305	Program Design & Development	3
CIST 1401	Comp Networking Fundamentals	4
CIST 1510	Web Development I	3
CIST 1601	Info Security Fundamentals	3
CIST 1602	Security Policies & Procedures	3
CIST 1220	Structured Query Language	4
CIST 2351	PHP Programming I	4
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	4
CIST 2414	MS Server Administrator	4
CIST 2431	UNIX/LINUX Introduction	4
CIST 2432	UNIX/LINUX Server	4
CIST 2433	UNIX/LINUX Advanced Server	4
CIST 2434	UNIX/LINUX Scripting	4
CIST 2441	Network Home/Sm Business	4
CIST 2451	Introduction to Networks-CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST 2454	Cisco Connecting Networks	4
CIST 2471	Implementing IP Routing	4

CIST 2472	Implementing IP Switching	4
CIST 2473	Maintaining/Tlbshooting IP Net	4
CIST 2601	Implenting Op System Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense	4
CIST 2612	Computer Forensics	4
WLET 1000	Intro to UNIX & Linux w/Script	4

	Or	
CIST 2431	UNIX/LINUX Introduction	4
	Or	
CIST 2441	Network Home/Sm Business	4
	Or	
WLET 1000	Intro to UNIX & Linux w/Script	4

**Subtotal: 54**

Choose a Specialization – Total of 16 Hours

**LINUX/UNIX Specialization**

CIST 2431	UNIX/LINUX Introduction	4
	Or	
WLET 1000	Intro to UNIX & Linux w/Script	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	Microsoft Server Installation and Maintenance	4
CIST 2413	Microsoft Server Networking	4
CIST 2414	MS Server Administrator	4
	Or	
CIST 2222	Admin Microsoft SQL Server	4

**CISCO Exploration Specialization**

CIST 2451	Introduction to Networks-CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST	Guided Elective	4

**CISCO Exploration Specialization**

CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST 2454	Cisco Connecting Networks	4
CIST 2451	Introduction to Networks-CISCO	4
	Or	
CIST 2411	Microsoft Client	4
	Or	
CIST 2414	MS Server Administrator	4

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4

**Subtotal: 10**

*ENGL 1010:- Pre-Req: Test Scores-See Advisor*

*CIST 1001:- Co-Req: COMP 1000*

**Semester Two**

MATH 1012	Foundations of Mathematics	3
CIST 1130	Operating Systems Concepts	3

**Choose One:**

CIST 1401	Comp Networking Fundamentals	4
	Or	
CIST 2441	Network Home/Sm Business	4
	Or	
CIST 2451	Introduction to Networks-CISCO	4

*CIST 1401 and CIST 2441:- Pre-Req: COMP 1000*

**Required**

CIST 1122	Hardware Install/Maintenance	4
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**Subtotal: 14**

**Semester Three**

EMPL 1000	Interpers Relations/Prof Dev	2
CIST	Elective	3
	Specialization Course 1 of 4	4
	Specialization Course 2 of 4	4

**Subtotal: 13**

**Semester Four**

**Apply for Graduation**

	Specialization Course 3 of 4	4
	Specialization Course 4 of 4	4
CIST 1601	Info Security Fundamentals	3

**Subtotal: 11**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 54**

## CISCO CCNP Specialist Certificate Program

CD71

### 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

### 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.

### 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, COMPASS, or ASSET test scores.

## Curriculum

Program-Specific Core – Total of 12 Hours

CIST 2471	Implementing IP Routing	4
CIST 2472	Implementing IP Switching	4
CIST 2473	Maintaining/Tlshooting IP Net	4

**Subtotal: 12**

## Graduation Plan

Semester One

Apply for Graduation

CIST 2471	Implementing IP Routing	4
CIST 2472	Implementing IP Switching	4
CIST 2473	Maintaining/Tlshooting IP Net	4

**Subtotal: 12**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

## CISCO Network Specialist Certificate Program

CN71

### 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

### 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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 16 Hours		
CIST 2451	Introduction to Networks-CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST	Guided Elective	4
		<b>Subtotal: 16</b>

**Graduation Plan**

Semester One		
CIST 2451	Introduction to Networks-CISCO	4
		<b>Subtotal: 4</b>

Semester Two		
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
		<b>Subtotal: 4</b>

*CIST 2452:- Pre-Req: CIST 2451*

Semester Three		
CIST 2453	Enterprise Networking, Security, and Automation	4
		<b>Subtotal: 4</b>

*CIST 2453:- Pre-Req: CIST 2452*

Semester Four		
Apply for Graduation		
CIST	Guided Elective	4
		<b>Subtotal: 4</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

**Internet Specialist – Website Developer Certificate Program**

ISE1

**Program Description**

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

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Additional Requirements for Admission**

Advisor Approval Needed. Skills required include: Computer Concepts, Networking Fundamentals, Operating System Fundamentals, and Programming Fundamentals

**Program Length & Availability**

2 Semesters

Campus Availability: Hall, Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**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 Or	3
CIST 2531	Web Graphics II	3

**CIST Elective Programming Course – Choose 4 Hours**

CIST 2311	Visual Basic I	4
CIST 2351	PHP Programming I	4
CIST 2371	Java Programming	4
CIST 2381	Mobile Application Development	4
CIST 2560	Web Application Programming	4
CIST 2570	Open Source Web App Prog I	4
CIST 2580	Interactive/Social Apps Integ.	4

**CIST Elective – Choose 3 Hours**

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

**Subtotal: 35**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

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 2510	Web Technologies	3

**Subtotal: 19**

*CIST 1520:- Pre-Req: CIST 1510*

**Semester Two**

CIST 2550	Web Development II	3
CIST	Programming Elective	4
CIST	Programming Elective	3
CIST 1601	Info Security Fundamentals	3

*CIST 2550:- Pre-Req: CIST 1510*

**Choose One:**

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

**Subtotal: 16**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 35**

## LINUX/UNIX System Administrator Certificate Program

LA31

**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.

Knowledge of networking and operation systems and advisor approval.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 16 Hours

CIST 2431	UNIX/LINUX Introduction	4
	Or	
WLET 1000	Intro to UNIX & Linux w/Script	4
CIST 2432	UNIX/LINUX Server	4
CIST 2433	UNIX/LINUX Advanced Server	4
CIST 2434	UNIX/LINUX Scripting	4

**Subtotal: 16**

**Graduation Plan**

Semester One

CIST 2431	UNIX/LINUX Introduction	4
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**Subtotal: 4**

*CIST 2431:- Pre-Req: COMP 1000, CIST 1001*

Semester Two

CIST 2432	UNIX/LINUX Server	4
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**Subtotal: 4**

*CIST 2432:- Pre-Req: CIST 1401*

Semester Three

CIST 2433	UNIX/LINUX Advanced Server	4
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**Subtotal: 4**

*CIST 2433:- Pre-Req: CIST 2432*

Semester Four

Apply for Graduation

CIST 2434	UNIX/LINUX Scripting	4
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**Subtotal: 4**

*CIST 2434:- Pre-Req: CIST 2431*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

**PC Repair and Network Technician Certificate Program**

PR21

**Program Description**

The PC Repair and Network Technician certificate of credit prepares students with the skills needed to perform personal computer troubleshooting and repair.

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Program Length & Availability**

2 Semesters

Campus Availability: Hall, Forsyth, Barrow

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

## Program-Specific Core – Total of 18 Hours

COMP 1000	Intro to Computer Literacy	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/Sm Business	4
	Or	
CIST 2451	Introduction to Networks- CISCO	4

**Subtotal: 18****Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

## Semester One

COMP 1000	Intro to Computer Literacy	3
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3

**Subtotal: 10***CIST 1001:- Co-Req: COMP 1000*

## Semester Two

## Apply for Graduation

CIST 1122	Hardware Install/Maintenance	4
CIST	Elective	4

**Subtotal: 8**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 18**

## Construction Management Technology and Carpentry

### NCCER Construction Management Technology Degree Program

CMT3

**Program Description**

The Construction Management Technology Associate of

Applied Science (AAS) Degree program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. The program provides background skills in several areas of construction. Supervision courses, print reading, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management Degree. In addition this program will provide students with many hands on carpentry classes so that they get a full understanding of the construction industry.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

## General Education Core – Total of 15 Hours

## Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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## 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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3

MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3

PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1

POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

Program-Specific Core – Total of 23 Hours

COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniq	5
CARP 1035	Advanced Carpentry I	5

Specialization – Minimum of 22 Hours

CARP 1056	Advanced Commercial Carpentry	4
CCMN 1050	Commercial Building Code	2
CCMN 1060	Construction Estimating I	4
CCMN 2040	Construction Project Mgmt	4
CCMN 2010	Construction Law	3
CCMN 2020	Construction Scheduling	4
CCMN 1030	Construction Graphics	3

**Graduation requirement includes completion of a total of 60 hours in the above areas**

**Subtotal: 60**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

ENGL 1101	Composition & Rhetoric	3
	Area III General Education Core	3

	Area IV General Education Core	3
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
		<b>Subtotal: 16</b>

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

	Area II General Education Core	3
CCMN 1030	Construction Graphics	3
CARP 1015	Structural Framing I	3
CARP 1025	Intermediate Carpentry Techniq	5
		<b>Subtotal: 14</b>

*CARP 1015 and CARP 1025:- Pre-Req: COFC 1080 and CARP 1000*

**Semester Three**

	General Education Core Electives	3
CCMN 1060	Construction Estimating I	4
CCMN 1050	Commercial Building Code	2
CCMN 2020	Construction Scheduling	4
CARP 1020	Structural Framing II	3
		<b>Subtotal: 16</b>

*CCMN 1060:- Pre-Req: CCMN 1030*

*CARP 1020:- Pre-Req: COFC 1080 and CARP 1000*

**Semester Four**

**Apply for Graduation**

CARP 1056	Advanced Commercial Carpentry	4
CARP 1035	Advanced Carpentry I	5
CCMN 2010	Construction Law	3
CCMN 2040	Construction Project Mgmt	4
		<b>Subtotal: 16</b>

*CARP 1035:- Pre-Req: COFC 1080 and CARP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 60**

**NCCER Carpentry Technology Diploma Program**

CT22

**Program Description**

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

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

3 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

**Basic Skills – Total of 8 Hours**

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
	Or	
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math	3
	Or	

MATH 1012	Foundations of Mathematics	3
<b>Program-Specific Core – Total of 31 Hours</b>		
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniq	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4

**Occupational-Related Electives – Choose 3 Hours**

CARP xxxx	Any Carpentry Course
CCMN xxxx	Any Construction Course
CMTT xxxx	Any Construction Course

**Graduation requirement includes completion of a total of 42 hours in the above areas**

**Subtotal: 42**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3

**Subtotal: 13**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

EMPL 1000	Interpers Relations/Prof Dev	2
CARP 1015	Structural Framing I	3
CARP 1025	Intermediate Carpentry Techniq	5
CARP 1035	Advanced Carpentry I	5

**Subtotal: 15**

*CARP 1015, CARP 1025 and CARP 1035:- Pre-Req: COFC 1080 and CARP 1000*

**Semester Three**

**Apply for Graduation**

CARP 1020	Structural Framing II	3
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial	4

Carpentry	
Occupational Related	3
Electives	

**Subtotal: 14**

*CARP 1020, CARP 1055 and CARP 1056:- Pre-Req: COFC 1080 and CARP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 42**

**NCCER Carpentry Fundamentals Certificate Program**

CF21

**Program Description**

The Carpentry Fundamentals certificate introduces the student to the basic levels of carpentry skills. Topics include introduction to the trade, safety, hand and power tool usage, site layout, structural framing, building envelope systems, and exterior finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a carpentry fundamentals certificate and have the qualifications of an entry-level framing carpenter.

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Program Length & Availability**

2 Semester

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 13 Hours

COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
<b>Subtotal: 13</b>		

**Graduation Plan**

Semester One

COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
<b>Subtotal: 7</b>		

Semester Two

Apply for Graduation

CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
<b>Subtotal: 6</b>		

*CARP 1015 and CARP 1020: - Pre-Req: COFC 1080 and CARP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**

**NCCER Carpentry Technology Certificate Program**

CT31

**Program Description**

The Carpentry Technology certificate program is a sequence of courses that prepares students for careers in the carpentry industry. Topics include all basic carpentry skills necessary for successful employment. Program graduates receive a carpentry technology certificate and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Program Length & Availability**

3 Semester

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 31 Hours

COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1025	Intermediate Carpentry Techniq	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4

**Occupational-Related Electives – Choose 3 Hours**

CARP xxxx	Any Carpentry Course
CCMN xxxx	Any Construction Course
CMTT xxxx	Any Construction Course

**Graduation requirement includes completion of a total of 34 hours in the above areas**

**Subtotal: 34**



### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3

**Subtotal: 7**

#### Semester Two

CARP 1015	Structural Framing I	3
CARP 1020	Structural Framing II	3
CARP 1035	Advanced Carpentry I	5
CARP	elective	3

**Subtotal: 14**

*CARP 1015, CARP 1020 and CARP 1035:- Pre-Req: COFC 1080 and CARP 1000*

#### Semester Three

##### Apply for Graduation

CARP 1025	Intermediate Carpentry Techniq	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4

**Subtotal: 13**

*CARP 1025, CARP 1055 and CARP 1056:- Pre-Req: COFC 1080 and CARP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 34**

### NCCER Advanced Carpentry Certificate Program

AB71

#### Program Description

The Advanced Carpentry certificate picks up where the Carpentry Fundamentals certificate ends. This program introduces the student to the more technically advanced carpentry skills. Topics include introduction to the interior finishes and trim, door and window installation, steel framing, and stair finishes. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive an advanced carpentry certificate and have the

qualifications of an entry-level finish carpenter.

#### Program Specific Information

Students are accepted each semester based on course and space availability.

#### Program Length & Availability

2 Semesters

Campus Availability: Hall

#### 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.

#### Admissions Requirements

Must be 16 years of age.

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

Must be a graduate of the CF21, Carpentry Fundamentals TCC or with Program Advisor Approval.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

#### Curriculum

Program-Specific Core – Total of 18 Hours

CARP 1025	Intermediate Carpentry Techniq	5
CARP 1035	Advanced Carpentry I	5
CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4

**Graduation requirement includes completion of a total of 18 hours in the above areas. ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.**

**Subtotal: 18**

#### Graduation Plan

##### Semester One

CARP 1025	Intermediate Carpentry Techniq	5
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CARP 1035	Advanced Carpentry I	5
		<b>Subtotal: 10</b>

*CARP 1025 and CARP 1035:- Pre-Req: COFC 1080 and CARP 1000*

Semester Two

Apply for Graduation

CARP 1055	Advanced Carpentry II	4
CARP 1056	Advanced Commercial Carpentry	4
		<b>Subtotal: 8</b>

*CARP 1055 and CARP 1056:- Pre-Req: COFC 1080 and CARP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 18**

## Commercial Carpentry Certificate Program

CC91

### Program Description

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

### Program Specific Information

Students are accepted each semester based on course and space availability.

### Program Length & Availability

2 Semesters

Campus Availability: Hall

### 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.

### Admissions Requirements

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 16 Hours

COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CCMN 1050	Commercial Building Code	2
CCMN 1030	Construction Graphics	3
CARP 1056	Advanced Commercial Carpentry	4
		<b>Subtotal: 16</b>

### Graduation Plan

Semester One

COFC 1080	Construction Trades Core	4
CARP 1000	Fundamental Carpentry Skills	3
CCMN 1030	Construction Graphics	3
		<b>Subtotal: 10</b>

Semester Two

Apply for Graduation

CCMN 1050	Commercial Building Code	2
CARP 1056	Advanced Commercial Carpentry	4
		<b>Subtotal: 6</b>

*CARP 1056 Pre-Req: COFC 1080 and CARP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

## Commercial Project Management Certificate Program

CZ71

### Program Description

Construction managers plan, direct, coordinate, and budget a wide variety of construction projects, including the building of all types of residential, commercial, and industrial structures, road, bridges, wastewater treatment plants, schools, and hospitals. Construction managers may supervise an entire project or just part of one. They schedule and coordinate all design and construction processes, including the selection, hiring, and oversight of specialty trade contractors, such as carpentry, plumbing, or electrical, but they usually do not do any actual construction of the structure.

### Program Specific Information

Students are accepted each semester based on course and space availability.

### Program Length & Availability

2 Semesters

Campus Availability: Hall

### 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.

### Admissions Requirements

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 16 Hours		
CCMN 1030	Construction Graphics	3
CCMN 1050	Commercial Building Code	2
CCMN 1060	Construction Estimating I	4
CCMN 2010	Construction Law	3
CCMN 2040	Construction Project Mgmt	4
		<b>Subtotal: 16</b>

### Graduation Plan

Semester One		
CCMN 1030	Construction Graphics	3
CCMN 2010	Construction Law	3
CCMN 2040	Construction Project Mgmt	4
		<b>Subtotal: 10</b>

### Semester Two

Apply for Graduation		
CCMN 1050	Commercial Building Code	2
CCMN 1060	Construction Estimating I	4
		<b>Subtotal: 6</b>

*CCMN 1060 Pre-Req: CCMN 1030*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

## Cosmetology

### Cosmetology Diploma Program

CO12

### Program Description

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

### Program Specific Information

Students are accepted every semester for basic skills courses based on course and space availability.

Students must complete all Learning Support courses before admittance into occupational courses.

Students must complete ALL COSM COURSES with a grade of C or higher in order to graduate.

Students must be 17 years of age to sit for the State Board of Cosmetology licensing exam.

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. Additionally, students must choose either the day or evening program. Day and evening classes cannot be combined.

### Program Length & Availability

5 Semesters

Campus Availability: Hall, Dawson

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 47 Hours

COMP 1000	Intro to Computer Literacy	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 Svcs 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

**Subtotal: 55**

### Graduation Plan

Semester One

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

**Subtotal: 16**

*COSM 1000:- Pre-Req: Regular Admission\**

*COSM 1010, COSM 1020, COSM 1030 and COSM 1040:- Co-Req: COSM 1000*

Semester Two

COSM 1050	Hair Color	3
COSM 1060	Fundamentals of Skin Care	3
COSM 1070	Nail Care & Adv. Techniques	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2

**Subtotal: 14**

*COSM 1050, COSM 1060 and COSM 1070:- Co-Req: COSM 1000*

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

Semester Three

COSM 1100	Hair Services Practicum II	3
COSM 1080	Physical Hair Svcs Practicum	3
COSM 1090	Hair Services Practicum I	3
MATH 1012	Foundations of Mathematics	3

**Subtotal: 11**

*COSM 1100:- Co-Req: COSM 1090*

*COSM 1080:- Pre-Req: COSM 1000 + COSM 1010 +*

*COSM 1020 + COSM 1030 + COSM 1040 + COSM 1050 + COSM 1060 + COSM 1070*

*COSM 1090:- Co-Req: COSM 1080*

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

**Semester Four**

**Apply for Graduation**

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
COMP 1000	Intro to Computer Literacy	3

**Subtotal: 14**

*COSM 1110:- Co-Req: COSM 1100 + COSM 1115*

*COSM 1115:- Co-Req: COSM 1080 + COSM 1090*

*COSM 1120:- Pre-Req: COSM 1000 or Co-Req: ESTH 1050*

*COSM 1125:- Co-Req: COSM 1060 + COSM 1070*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 55**

**Hair Designer Certificate Program**

HD21

**Program Description**

The Hair Designer technical certificate of credit is a sequence of courses that prepares students for careers in the field of hair design. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

**Program Specific Information**

Students must complete all Learning Support courses before admittance into occupational courses.

Students must complete ALL COSM COURSES with a grade of C or higher in order to graduate.

Students must be 17 years of age to sit for the State Board of Cosmetology licensing exam.

PLEASE NOTE: Students must choose either the day or evening program. Day and evening classes cannot be combined.

**Financial Aid**

This program is eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.

Contact a Financial Aid Counselor for eligibility requirements and application materials.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall, Dawson

**Admissions Requirements**

Must be 17 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

**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 Svcs 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

**Subtotal: 36**

**Graduation Plan**

**Semester One**

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

**Subtotal: 16**

*COSM 1000:- Pre-Req: Regular Admission\**

*COSM 1010, COSM 1020, COSM 1030 and COSM 1040:-  
Co-Req: COSM 1000*

Semester Two		
COSM 1050	Hair Color	3
		<b>Subtotal: 3</b>

*COSM 1050:- Co-Req: COSM 1000*

Semester Three		
COSM 1080	Physical Hair Svcs Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
		<b>Subtotal: 8</b>

*COSM 1100:- Co-Req: COSM 1090*

*COSM 1080:- Pre-Req: COSM 1000 + COSM 1010 +  
COSM 1020 + COSM 1030 + COSM 1040 + COSM 1050  
+ COSM 1060 + COSM 1070*

*COSM 1090:- Co-Req: COSM 1080*

Semester Four

Apply for Graduation

COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3
		<b>Subtotal: 9</b>

*COSM 1110:- Co-Req: COSM 1100 + COSM 1115*

*COSM 1115:- Co-Req: COSM 1080 + COSM 1090*

*COSM 1120:- Pre-Req: COSM 1000 or Co-Req: ESTH  
1050*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 36**

## Shampoo Technician Certificate Program

ST11

### Program Description

The Shampoo Technician technical certificate of credit introduces courses that prepare students for careers in the field of Cosmetology as a Shampoo Technician. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair and scalp treatments, basic shampooing techniques,

reception sales, management, employability skills, and work ethics.

### Program Specific Information

Students are accepted each semester based on course and space availability.

Students must complete ALL COURSES with a grade of C or higher in order to graduate.

### Program Length & Availability

2 Semesters

Campus Availability: Hall, Dawson

### 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.

### Admissions Requirements

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### 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	Interpers Relations/Prof Dev	2
	Or	
MKTG 1100	Principles of Marketing	3
	Or	
ACCT 1100	Financial Accounting I	4
	Or	
BUSN 1310	Intro to Business Culture	3

**Subtotal: 12**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

COSM 1000	Intro to Cosmetology Theory	4
COSM 1020	Hair Care & Treatment	3

**Subtotal: 7**

*COSM 1000:- Pre-Req: Regular Admission\**

*COSM 1020:- Co-Req: COSM 1000*

Semester Two

[Click Here to Apply for Graduation](#)

COSM 1120	Salon Management	3
	Shampoo Tech Elective	2

**Subtotal: 5**

*COSM 1120:- Pre-Req: COSM 1000 or Co-Req: ESTH 1050*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

### 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.

## Criminal Justice Technology

### Criminal Justice Technology Degree Program

CJT3

#### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

6 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	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	PSYC 1101	Introductory Psychology	3
Area IV – Humanities/Fine Arts – Choose 3 Hours			PSYC 2103	Human Development	3
ARTS 1101	Art Appreciation	3	RELG 1101	World Religions	3
ENGL 2110	World Literature	3	SOCI 1101	Introduction to Sociology	3
ENGL 2130	American Literature	3	SOCI 2600	Intro to Social Problems	3
HUMN 1101	Intro to Humanities	3	SPAN 1101	Intro to Spanish Lang/Culture	3
MUSC 1101	Music Appreciation	3	SPCH 1101	Public Speaking	3
RELG 1101	World Religions	3	THEA 1101	Theater Appreciation	3
THEA 1101	Theater Appreciation	3	Program-Specific Core – Total of 30 Hours		
General Education Core Elective – Choose 3 Hours			COMP 1000	Intro to Computer Literacy	3
ARTS 1101	Art Appreciation	3	CRJU 1010	Intro to Criminal Justice	3
BIOL 1111	Biology I	3	CRJU 1030	Corrections	3
	And		CRJU 1040	Principles of Law	3
BIOL 1111L	Biology Lab I	1		Enforcement	
BIOL 2113	Anatomy & Physiology I	3	CRJU 1400	Ethics/Cultural Criminal	3
	And			Justi	
BIOL 2113L	Anatomy & Physiology I Lab	1	CRJU 2050	Intro to Criminal Procedures	3
BIOL 2114	Anatomy & Physiology II	3	CRJU 1068	Criminal Law/Criminal	3
	And			Justice	
BIOL 2114L	Anatomy & Physiology II	1	CRJU 2020	Constitutional Law for CRJU	3
	Lab		CRJU 2070	Juvenile Justice	3
COMM 1100	Human Communication	3	CRJU 2090	Criminal Justice Practicum	3
ECON 1101	Principles of Economics	3	Occupational-Related Electives – Choose 15 Hours		
ECON 2105	Macroeconomics	3	BUSN 1230	Legal Terminology	3
ECON 2106	Microeconomics	3	BUSN 1440	Document Production	4
ENGL 1102	Literature & Composition	3	CIST 1001	Computer Concepts	4
ENGL 2110	World Literature	3	CRJU 1021	Private Security	3
ENGL 2130	American Literature	3	CRJU 1050	Police Patrol Operations	3
HIST 1111	World History I	3	CRJU 1052	Criminal Justice Admin	3
HIST 1112	World History II	3	CRJU 1054	Police Officer Survival	3
HIST 2111	U.S. History I	3	CRJU 1056	Police Traffic Cont/Investig	3
HIST 2112	U.S. History II	3	CRJU 1062	Methods/Criminal	3
HUMN 1101	Intro to Humanities	3		Investigation	
MATH 1101	Mathematical Modeling	3	CRJU 1065	Community-Oriented	3
MATH 1103	Quantitative Skills/Reasoning	3		Policing	
MATH 1111	College Algebra	3	CRJU 1075	Report Writing	3
MATH 1113	Precalculus	3	CRJU 2060	Criminology	3
MATH 1127	Introduction to Statistics	3	CRJU 2110	Homeland Security	3
MATH 1131	Calculus I	4	CRJU 2201	Criminal Courts	3
MUSC 1101	Music Appreciation	3	EMYT 1124	Principles of EMYT	3
PHYS 1110	Conceptual Physics	3	EMYT 1126	Hazardous Materials	3
	And			Awareness	
PHYS 1110L	Conceptual Physics Lab I	1	EMYT 1127	Emergency Planning	3
POLS 1101	American Government	3	EMYT 1129	Mass Fatalities Incident Resp	3
POLS 2401	Global Issues	3	EMYT 1130	Infection Control	3
			EMYT 1137	Facility Security	3
			EMYT 1138	Effective Comm. for EMYT	3
			FRSC 1141	Hazardous Materials Operator	4
			FRSC 2170	Fire/Arson Investigation	4
			LETA 2120	Fund. Spanish for Law Enfc.	2
			MGMT 1100	Principles of Management	3



MKTG 1130	Business Regs/Compliance	3
		<b>Subtotal: 60</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
COMP 1000	Intro to Computer Literacy	3
CRJU 1010	Intro to Criminal Justice	3
	Occupational Related	3
	Elective	
	Area IV General Education	3
	Core	
		<b>Subtotal: 15</b>

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

	Area III General Education	3
	Core	
CRJU 1040	Principles of Law	3
	Enforcement	
	Occupational Related	3
	Elective	
	Area II General Education	3
	Core	
		<b>Subtotal: 12</b>

**Semester Three**

	General Education Core	3
	Electives	
CRJU 1400	Ethics/Cultural Criminal Justi	3
CRJU 1030	Corrections	3
CRJU 2050	Intro to Criminal Procedures	3
		<b>Subtotal: 12</b>

**Semester Four**

CRJU 2070	Juvenile Justice	3
CRJU 1068	Criminal Law/Criminal	3
	Justice	
	Occupational Related	3
	Elective	
	Occupational Related	3
	Elective	
		<b>Subtotal: 12</b>

**Semester Five**

**Apply for Graduation**

CRJU 2020	Constitutional Law for CRJU	3
	Occupational Related	3
	Elective	

CRJU 2090	Criminal Justice Practicum	3
		<b>Subtotal: 9</b>

*CRJU 2020:- Co-Req: CRJU 1010*

*CRJU 2090:- Co-Req: CRJU 1010 + CRJU 1030 + CRJU 1040 + CRJU 2050 + CRJU 2020 + CRJU 2070 + COMP 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 60**

## Criminal Justice Technology Diploma Program

CJT2

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Online

### 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.

**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, COMPASS, or ASSET test scores.

**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	Intro to Computer Literacy	3
CRJU 1010	Intro to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 1400	Ethics/Cultural Criminal Justi	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

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 Cont/Investig	3
CRJU 1062	Methods/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 EMYT	3
EMYT 1126	Hazardous Materials	3

	Awareness	
EMYT 1127	Emergency Planning	3
EMYT 1129	Mass Fatalities Incident Resp	3
EMYT 1130	Infection Control	3
EMYT 1137	Facility Security	3
EMYT 1138	Effective Comm. for EMYT	3
FRSC 1141	Hazardous Materials Operator	4
FRSC 2170	Fire/Arson Investigation	4
LETA 2120	Fund. Spanish for Law Enfc.	2
MGMT 1100	Principles of Management	3
MKTG 1130	Business Regs/Compliance	3

**Subtotal: 48**

**Criminal Justice Specialist Certificate Program**

CJ21

**Program Description**

The Criminal Justice Specialist certificate of credit is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Completers receive a technical certificate of credit. Entry-level persons will be prepared to pursue opportunities in the criminal justice field.

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Program Length & Availability**

1 Semester

Campus Availability: Hall, Forsyth, Jackson, Barrow, Online

**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.

**Admissions Requirements**

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

**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
			<b>Subtotal: 15</b>

**Graduation Plan**

Semester One

Apply for Graduation			
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
			<b>Subtotal: 15</b>

*CRJU 2020:- Co-Req: CRJU 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

**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.

**Culinary Arts**

**Culinary Arts Degree Program**

CA43

**Program Description**

The Culinary Arts Associate of Applied Science (AAS) Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and

professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory, safety and sanitation, nutrition, and practical applications necessary for successful employment. Program graduates receive a Culinary Arts Degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

6 Semesters

Campus Availability: Hall Campus

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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	MATH 1113	Precalculus	3
POLS 1101	American Government	3	MATH 1127	Introduction to Statistics	3
POLS 2401	Global Issues	3	MATH 1131	Calculus I	4
PSYC 1101	Introductory Psychology	3	MUSC 1101	Music Appreciation	3
SOCI 1101	Introduction to Sociology	3	PHYS 1110	Conceptual Physics And	3
SOCI 2600	Intro to Social Problems	3	PHYS 1110L	Conceptual Physics Lab I	1
<b>Area III – Natural Sciences/Mathematics – Choose 3 Hours</b>					
MATH 1101	Mathematical Modeling	3	POLS 1101	American Government	3
MATH 1103	Quantitative Skills/Reasoning	3	POLS 2401	Global Issues	3
MATH 1111	College Algebra	3	PSYC 1101	Introductory Psychology	3
<b>Area IV – Humanities/Fine Arts – Choose 3 Hours</b>					
ARTS 1101	Art Appreciation	3	PSYC 2103	Human Development	3
HUMN 1101	Intro to Humanities	3	RELG 1101	World Religions	3
ENGL 2110	World Literature	3	SOCI 1101	Introduction to Sociology	3
MUSC 1101	Music Appreciation	3	SOCI 2600	Intro to Social Problems	3
ENGL 2130	American Literature	3	SPAN 1101	Intro to Spanish Lang/Culture	3
RELG 1101	World Religions	3	SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3	THEA 1101	Theater Appreciation	3
<b>General Education Core Elective – Choose 3 Hours</b>					
ARTS 1101	Art Appreciation	3	<b>Program-Specific Core – Total of 44 Hours</b>		
BIOL 1111	Biology I And	3	COMP 1000	Intro to Computer Literacy	3
BIOL 1111L	Biology Lab I	1	CUUL 1000	Fundamentals of Culinary Arts	4
BIOL 2113	Anatomy & Physiology I And	3	CUUL 1110	Culinary Safety & Sanitation	2
BIOL 2113L	Anatomy & Physiology I Lab	1	CUUL 1220	Baking Principles	5
BIOL 2114	Anatomy & Physiology II And	3	CUUL 1320	Garde Manger	4
BIOL 2114L	Anatomy & Physiology II Lab	1	CUUL 1129	Fund. of Restaurant Operations	4
COMM 1100	Human Communication	3	CUUL 2160	Contemporary Cuisine	4
ECON 1101	Principles of Economics	3	CUUL 1370	Culinary Nutrition/Menu Dev't	3
ECON 2105	Macroeconomics	3	CUUL 2130	Culinary Practicum Or	6
ECON 2106	Microeconomics	3	CUUL 2140	Adv. Baking/Intl. Cuisine	6
ENGL 1102	Literature & Composition	3	MGMT 1115	Leadership Or	3
ENGL 2110	World Literature	3	CUUL 2190	Prin. of Culinary Leadership	3
ENGL 2130	American Literature	3	<b>Cooking Option (6)</b>		
HIST 1111	World History I	3	CUUL 1120	Principles of Cooking Or	6
HIST 1112	World History II	3	CUUL 1122	Foundations of Cooking Princip And	3
HIST 2111	U.S. History I	3	CUUL 1124	Foundations of Cooking Techniq	3
HIST 2112	U.S. History II	3	<b>Occupational-Related Electives – Total of 6 Hours</b>		
HUMN 1101	Intro to Humanities	3	CUUL 1170	Intro. to Culinary Nutrition	3
MATH 1101	Mathematical Modeling	3	CUUL 1420	Marketing & Customer Service	3
MATH 1103	Quantitative Skills/Reasoning	3			
MATH 1111	College Algebra	3			

CUUL 2130	Culinary Practicum	6
CUUL 2140	Adv. Baking/Intl. Cuisine	6
CUUL 2170	American Regional Cuisine	3
CUUL 2250	Adv. Baking Principles	6
EMPL 1000	Interpers Relations/Prof Dev	2
ACCT 1100	Financial Accounting I	4
MGMT 1110	Employment Rules & Regs	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2120	Labor Management Relations	3
MKTG 1100	Principles of Marketing	3
HRTM 1100	Intro-Hotel/Restaurant/Tourism	3
HRTM 1140	Hotel Operations Management	3
HRTM 1160	Food & Beverage Management	3
HRTM 1201	Hospitality Marketing	3
<b>Subtotal: 65</b>		

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

	Area III General Education Core	3
ENGL 1101	Composition & Rhetoric	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
<b>Subtotal: 12</b>		

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

COMP 1000	Intro to Computer Literacy	3
CUUL 1120	Principles of Cooking	6
	Area II General Education Core	3
<b>Subtotal: 12</b>		

*CUUL 1120:- Co-Req: CUUL 1110*

**Semester Three**

CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 1129	Fund. of Restaurant Operations	4
<b>Subtotal: 13</b>		

*CUUL 1220, CUUL 1320 and CUUL 1129:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

**Semester Four**

	Area IV General Education Core	3
CUUL 2160	Contemporary Cuisine	4
CUUL 1370	Culinary Nutrition/Menu Devt	3
<b>Subtotal: 10</b>		

*CUUL 2160:- Pre-Req: CUUL 1220 + CUUL 1320*

*CUUL 1370:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

**Semester Five**

	General Education Core Electives	3
	Occupational Related Electives	6

**Choose One:**

CUUL 2190	Prin. of Culinary Leadership	3
	Or	
MGMT 1115	Leadership	3
<b>Subtotal: 12</b>		

**Semester Six**

Apply for Graduation

**Choose One:**

CUUL 2130	Culinary Practicum	6
	Or	
CUUL 2140	Adv. Baking/Intl. Cuisine	6
<b>Subtotal: 6</b>		

*CUUL 2130 and CUUL 2140:- Pre-Req: CUUL 1220 + CUUL 1320*

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 65**

## Culinary Arts Diploma Program

CA44

### Program Description

The Culinary Arts Diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory, safety and sanitation, nutrition, and practical applications necessary for successful employment. Program graduates receive a Culinary Arts Diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

4 Semesters

Campus Availability: Hall Campus

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 44 Hours

COMP 1000	Intro to Computer Literacy	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4
CUUL 1129	Fund. of Restaurant Operations	4
CUUL 2160	Contemporary Cuisine	4
CUUL 1370	Culinary Nutrition/Menu Devt	3
CUUL 2130	Culinary Practicum	6
CUUL 2140	Or Adv. Baking/Intl. Cuisine	6
MGMT 1115	Leadership	3
CUUL 2190	Or Prin. of Culinary Leadership	3
Cooking Option (6)		
CUUL 1120	Principles of Cooking	6
CUUL 1122	Or Foundations of Cooking Princip	3
CUUL 1124	And Foundations of Cooking Techniq	3

**Subtotal: 52**

### Graduation Plan

Semester One

MATH 1012	Foundations of Mathematics	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1120	Principles of Cooking	6

**Subtotal: 15**

*CUUL 1120:- Co-Req: CUUL 1110*

Semester Two

ENGL 1010	Fundamentals of English I	3
CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4

**Subtotal: 12**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*CUUL 1220 and CUUL 1320:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

Semester Three

COMP 1000	Intro to Computer Literacy	3
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CUUL 1129	Fund. of Restaurant Operations	4
EMPL 1000	Interpers Relations/Prof Dev	2
CUUL 2160	Contemporary Cuisine	4
		<b>Subtotal: 13</b>

*CUUL 1129:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

*CUUL 2160:- Pre-Req: CUUL 1220 + CUUL 1320*

**Semester Four**

**Apply for Graduation**

CUUL 1370	Culinary Nutrition/Menu Devt	3
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*CUUL 1370:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

**Choose One:**

CUUL 2190	Prin. of Culinary Leadership	3
	Or	
MGMT 1115	Leadership	3

**Choose One:**

CUUL 2130	Culinary Practicum	6
	Or	
CUUL 2140	Adv. Baking/Intl. Cuisine	6

**Subtotal: 12**

*CUUL 2130 and CUUL 2140:- Pre-Req: CUUL 1220 + CUUL 1320*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 52**

## Baking and Pastry Specialist Certificate Program

BA51

### Program Description

The Baking and Pastry Specialist technical certificate of credit is designed to provide advanced skills for employment in the food service industry as bakery or pastry shop workers, commercial bakers, and as pastry chefs.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

3 Semesters

Campus Availability: Hall Campus

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

**Program-Specific Core – Total of 25 Hours**

MATH 1012	Foundations of Mathematics	3
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1220	Baking Principles	5
CUUL 2250	Adv. Baking Principles	6
CUUL 1370	Culinary Nutrition/Menu Devt	3

**Cooking Option (6)**

CUUL 1120	Principles of Cooking	6
	Or	
CUUL 1122	Foundations of Cooking Princip	3
	And	
CUUL 1124	Foundations of Cooking Techniq	3

**Subtotal: 25**

### Graduation Plan

**Semester One**

MATH 1012	Foundations of Mathematics	3
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1120	Principles of Cooking	6

**Subtotal: 11**

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

*CUUL 1120:- Co-Req: CUUL 1110*

**Semester Two**

CUUL 1220	Baking Principles	5
CUUL 1370	Culinary Nutrition/Menu Devt	3

**Subtotal: 8**

*CUUL 1220 and CUUL 1370:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

**Semester Three**

Apply for Graduation

CUUL 2250	Adv. Baking Principles	6
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**Subtotal: 6**

*CUUL 2250:- Pre-Req: CUUL 1220*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 25**

**Catering Specialist Certificate Program**

CS61

**Program Description**

The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop occupational and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

3 Semesters

Campus Availability: Hall Campus

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 25 Hours

CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1220	Baking Principles	5
CUUL 1129	Fund. of Restaurant Operations	4
CUUL 1320	Garde Manger	4
CUUL 2160	Contemporary Cuisine	4

Cooking Option (6)

CUUL 1120	Principles of Cooking	6
	Or	
CUUL 1122	Foundations of Cooking Princip	3
	And	
CUUL 1124	Foundations of Cooking Techniq	3

**Subtotal: 25**

**Graduation Plan**

Semester One

CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1120	Principles of Cooking	6

**Subtotal: 8**

*CUUL 1120:- Co-Req: CUUL 1110*

Semester Two

CUUL 1220	Baking Principles	5
CUUL 1320	Garde Manger	4

**Subtotal: 9**

*CUUL 1220 and CUUL 1320:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

Semester Three

Apply for Graduation

CUUL 2160	Contemporary Cuisine	4
CUUL 1129	Fund. of Restaurant Operations	4



**Subtotal: 8**

*CUUL 2160:- Pre-Req: CUUL 1220 + CUUL 1320*

*CUUL 1129:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 25**

## Culinary Nutrition Assistant Certificate Program

CNB1

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

3 Semesters

Campus Availability: Hall Campus

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 16 Hours

CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1170	Intro. to Culinary Nutrition	3

CUUL 1370	Culinary Nutrition/Menu Devt	3
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EMPL 1000	Interpers Relations/Prof Dev	2
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### Cooking Option (6)

CUUL 1120	Principles of Cooking Or	6
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CUUL 1122	Foundations of Cooking Princip And	3
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CUUL 1124	Foundations of Cooking Techniq	3
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**Subtotal: 16**

### Graduation Plan

#### Semester One

CUUL 1110	Culinary Safety & Sanitation	2
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CUUL 1120	Principles of Cooking	6
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**Subtotal: 8**

*CUUL 1120:- Co-Req: CUUL 1110*

#### Semester Two

#### Apply for Graduation

EMPL 1000	Interpers Relations/Prof Dev	2
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CUUL 1170	Intro. to Culinary Nutrition	3
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CUUL 1370	Culinary Nutrition/Menu Devt	3
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**Subtotal: 8**

*CUUL 1370:- Pre-Req: CUUL 1120 or both CUUL 1122+1124*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

## Food Production Worker I Certificate Program

FPW1

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and

space availability.

**Program Length & Availability**

2 Semesters

Campus Availability: Hall Campus

**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.

**Admissions Requirements**

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 16 Hours		
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1129	Fund. of Restaurant Operations	4
Cooking Option (6)		
CUUL 1120	Principles of Cooking Or	6
CUUL 1122	Foundations of Cooking Princip	3
	And	
CUUL 1124	Foundations of Cooking Techniq	3
		<b>Subtotal: 16</b>

**Prep Cook Certificate Program**

PC51

**Program Description**

The Prep Cook technical certificate of credit provides skills for entry into the food services preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

1 Semester

Campus Availability: Hall Campus

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 12 Hours		
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
Cooking Option (6)		
CUUL 1120	Principles of Cooking Or	6
CUUL 1122	Foundations of Cooking Princip	3
	And	
CUUL 1124	Foundations of Cooking Techniq	3
		<b>Subtotal: 12</b>

**Graduation Plan**

Semester One

Apply for Graduation		
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety & Sanitation	2
CUUL 1120	Principles of Cooking	6

**Subtotal: 12**

*CUUL 1120:- Co-Req: CUUL 1110*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

## Dental Assisting

### 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

A competitive admission process is used to select students for the program. 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.

#### Industry Certification Preparation

Dental Assisting National Board Examination Preparation

Georgia Dental Association Expanded Duties Registration

#### Program Length & Availability

4 Semesters

Campus Availability: Hall

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Dental Assisting Admissions Policy

- The Dental Assisting program accepts a maximum of 21 core complete students using a competitive admissions policy. The program faculty will rank applicants according to a point system. Students should refer to the dental assisting admissions calculation sheet for additional information related to ranking. Students will be notified of their acceptance by the mid-point of spring semester. If space is available, students who have met the acceptance requirements, but have not completed one or more of the core courses, may be accepted into the program contingent on the completion of all core classes prior to summer semester. Students who do not gain acceptance spring semester will be required to repeat the process for any additional attempts to begin the program.
- Students will request the Dental Assisting program as their program of study when submitting their application for admissions. Students will be placed into the Health Care Assistant Technical Certificate of Credit (TCC) by Student Services before being accepted into the Dental Assisting program. Students are required to attend one dental assisting program information session. Students will be given a Dental Assisting application at the end of the information session that they attend. If there is a tie for the last opening in the program, the student application that was received earliest will be the student accepted.
- Students must be certified in American Heart Association Basic Life Support for Healthcare Professionals.
- Students must complete ALHS1011, ALHS1040,

ENGL1010 and COMP 1000 before the beginning of spring semester.

- Students must have a minimum cumulative Lanier Technical College GPA of 2.0 before spring semester. The student’s cumulative Lanier Technical College GPA will be used in the admissions process. The cumulative Lanier Technical College GPA is inclusive of all college grades regardless of whether or not the attempted course was related to dental assisting courses.

\*Meeting the minimum program criteria does not guarantee acceptance into the program.

**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	Intro to Computer Literacy	3
ALHS 1040	Introduction to Healthcare	3
DENA 1010	Basic Human Biology	1
ALHS 1011	Structure/Function- Human Body	5
DENA 1030	Preventive 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 Mgmt	2
DENA 1480	Dental Practicum III	5

**Subtotal: 55**

**Graduation Plan**

Semester One

ALHS 1040	Introduction to Healthcare	3
ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3

ENGL 1010:- Pre-Req: Test Scores – See Advisor

Choose one

DENA 1000		1
ALHS 1011	Or Structure/Function- Human Body	5

**Subtotal: 10**

Semester Two

MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

**Subtotal: 6**

MATH 1012:- Pre-Req: Test Scores – See Advisor

Semester Three

DENA 1050	Microbiology Infection Control	3
DENA 1080	Dental Anatomy	5
DENA 1340	D A I - General Chairside	6

**Subtotal: 14**

DENA 1050 and DENA 1080:- Pre-Req: Regular Admission\*

DENA 1340:- Co-Req: DENA 1050 + DENA 1080

Semester Four

DENA 1030	Preventive Dentistry	2
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

**Subtotal: 17**

DENA 1030:- Co-Req: DENA 1080 + DENA 1340

DENA 1070:- Pre-Req: DENA 1080 + DENA 1010 or ALHS 1011

DENA 1350:- Pre-Req: DENA 1340

DENA 1390:- Pre-Req: DENA 1080

DENA 1460:- Pre-Req: DENA 1050, Co-Req: DENA 1340 + DENA 1350 + DENA 1390

DENA 1470:- Co-Req: DENA 1460

Semester Five

Apply for Graduation

DENA 1090	Dental Assisting NBE Prep	1
DENA 1400	Dental Practice Mgmt	2
DENA 1480	Dental Practicum III	5

**Subtotal: 8**

DENA 1090:- Pre-Req: Program Advisor Approval

DENA 1400:- Pre-Req: DENA 1340 + COMP 1000

DENA 1480:- Co-Req: DENA 1460 + DENA 1470

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 55**

## **Program Accreditation**

### **Program Accreditation**

The program in dental assisting is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of “approval without reporting requirements”]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is <http://www.ada.org/100.aspx>.

### **PROGRAM ACCREDITATION COMPLAINT PROCEDURE:**

The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

### **CODA Third Party Comments:**

The Dental Assisting program continually strives to provide quality education through program evaluation and improvement. As part of this process, the Commission on Dental Accreditation will be visiting Lanier Technical College in October to evaluate the program. The third-party comment request allows third-parties to make comments and recommendations about the program as they relate to the Commission’s standards.

The Commission on Dental Accreditation requests that parties interested in making comments concerning the Lanier Technical College Dental Assisting program send comments no later than sixty (60) days prior to the

program’s site visit. All comments must relate to accreditation standards for the discipline and required accreditation policies. **Additional Information.**

## **Additional Program Information**

## **Dental Hygiene**

### **Associate of Science - Dental Hygienist Degree Program**

AF73

### **Program Description**

The Dental Hygiene program is a sequence of courses that prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride or sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public. The Associate of Science Degree is designed as an agreement to provide opportunities for qualified students to achieve the goal of earning both an AS and a BS degree in a seamless, coordinated curriculum. This program serves to facilitate access to a BS degree completion program in Dental Hygiene and increase the number of Dental Hygienists who are eligible for advanced careers in education, research, management, and public health.

### **Program Specific Information**

The Dental Hygiene Degree program admits fifteen students once per year at the beginning of the Fall Semester. The length of the program is 5 semesters, including a summer semester, over a period of 21 months. Interested students must first enter the Interdisciplinary Studies Degree (p. 198) program to meet the minimum core requirements. Acceptance into the Interdisciplinary Studies Degree program and meeting the minimum requirements for program admission does not guarantee an applicant’s acceptance into the Dental Hygiene Degree program.

### Program Length and Availability

General education core (38 credit hours) plus 5 semesters of program specific course work

Campus Availability: Hall

### 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.

### Admissions Requirements

Admission into the Dental Hygiene Degree program involves a competitive selection process. In order to be considered for program admission, the applicant must:

- 

All students entering the dental hygiene program must be at least 18 years of age.

- 

Apply for admission to Lanier Technical College. Select the Interdisciplinary Studies Degree as your major.

- High school diploma or GED is required prior to admission.

- 

ACCUPLACER Testing is required or submit SAT, ACT, COMPASS, or ASSET test scores.

- 

Complete all 38 hours of core coursework prior to the May 15th deadline with a minimum grade of "C" in each course.

- 

Achieve a minimum GPA of 3.0 with the core classes.

- 

All transcripts from prior colleges must be received by LTC prior to the May 15th deadline. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

- 

Take the TEAS for Allied Health test. Print a hard copy of the results to submit with your application.

- 

Attend one of the pre-program orientation sessions for Dental Hygiene. These sessions will be announced in February or March.

- 

Submit all completed Dental Hygiene Program admission documentation to the Dental Hygiene Department Administrative Assistant by May 15th.

### Curriculum

General Education Core – Total of 26 Hours

These 26 hours along with 12 hours of Non General Education hours (Biology) must be completed before entering the Dental Hygiene program.

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 Organic & Biochemistry	3
CHEM 1152L	Survey Org Chem/Biochem Lab	1

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3

Non General Education Core - Total of 12 hours

These 12 hours along with 26 hours of General Education

must be completed before entering the Dental Hygiene program.

BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

DHYG 2105	Nutrition	1
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**Subtotal: 45**

**Subtotal: 83**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Pre-Dental Hygiene Core Course Sequence (38 hours)**

**Program-Specific Courses – Total of 45 Hours**

DHYG 1000	Tooth Anatomy/Root Morphology	2
DHYG 1010	Oral Embryology/Histology	1
DHYG 1070	Radiology Lecture	2
DHYG 1090	Radiology Lab	1
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 1110	Clinical Dental Hygiene I	2
DHYG 1111	Clinical Dental Hygiene I Lab	3
DHYG 2200	Periodontology	3
DHYG 2011	Dental Hygienist Clinical Lecture II	1
DHYG 2020	Clinical Dental Hygiene II Lab	2
DHYG 2051	Oral Pathology & General Pathology/Pathophysiology	2
DHYG 1206	Pharmacology & Pain Control	3
DHYG 2131	Dental Hygiene Clinic Lecture IV	1
DHYG 2080	Clinical Dental Hygiene III	2
DHYG 2090	Clinical Dental Hyg III Lab	4
DHYG 2140	Clinical Dental Hygiene IV Lab	4
DHYG 2070	Community Dental Health	3

(Most students will enroll in the Interdisciplinary Studies Degree to complete these courses prior to Dental Hygiene Program selection)

**Semester One**

ENGL 1101	Composition & Rhetoric	3
MATH COURSE		3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

**Subtotal: 12**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

*PSYC 1101 and SOCI 1101:- Pre-Req: Regular Admission\* for Engl/Read*

**Semester Two**

BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chem Lab	1
HUMN COURSE		3
SPCH 1101	Public Speaking	3

**Subtotal: 14**

*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req: ENGL 1101 + BIOL 2113L*

*BIOL 2113L:- Co-Req: BIOL 2113*

*CHEM 1151:- Pre-Req: Area III MATH, Co-Req: CHEM 1151L*

*CHEM 1151L:- Co-Req: CHEM 1151*

*SPCH 1101:- Pre-Req: Regular Admission\* for Engl/Read*

**Semester Three**

BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

CHEM 1152	Survey Organic & Biochemistry	3
CHEM 1152L	Survey Org Chem/Biochem Lab	1
		<b>Subtotal: 12</b>

*BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L*

*BIOL 2114L:- Co-Req: BIOL 2114*

*BIOL 2117:- Pre-Req: BIOL 1111 + Lab or BIOL 2113 + Lab, Co-Req: BIOL 2117L*

*BIOL 2117L:- Co-Req: BIOL 2117*

*CHEM 1152:- Pre-Req: CHEM 1151 or CHEM 1211, Co-Req: CHEM 1152L*

*CHEM 1152L:- Co-Req: CHEM 1152*

***This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.***

Associate of Science - Dental Hygienist Degree Program (45 hours)

Students must first complete all core coursework and be accepted into the Dental Hygiene Program before beginning this curriculum.

#### Semester One

DHYG 1000	Tooth Anatomy/Root Morphology	2
DHYG 1010	Oral Embryology/Histology	1
DHYG 1040	Preclinical Dental Hygiene	2
DHYG 1050	Preclinical Dental Hygiene Lab	2
DHYG 1206	Pharmacology & Pain Control	3
		<b>Subtotal: 10</b>

*DHYG 1040:- Co-Req: DHYG 1050*

*DHYG 1050:- Co-Req: DHYG 1040*

#### Semester Two

DHYG 1020	Head & Neck Anatomy	2
DHYG 1070	Radiology Lecture	2
DHYG 1090	Radiology Lab	1
DHYG 1110	Clinical Dental Hygiene I	2
DHYG 1111	Clinical Dental Hygiene I Lab	3
		<b>Subtotal: 10</b>

*DHYG 1020-Pre-Req: DHYG 1010*

*DHYG 1070 and DHYG 1090:- Co-Req: DHYG 1020*

*DHYG 1110-Pre-Req: DHYG 1040, Co-Req: DHYG 1111*

*DHYG 1111-Pre-Req: DHYG 1050, Co-Req: DHYG 1110*

#### Semester Three

DHYG 1030	Dental Materials	2
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DHYG 2011	Dental Hygienist Clinical Lecture II	1
DHYG 2020	Clinical Dental Hygiene II Lab	2
DHYG 2105	Nutrition	1
DHYG 2200	Periodontology	3

**Subtotal: 9**

*DHYG 1030:- Pre-Req: DHYG 1000*

*DHYG 2011:- Pre-Req: DHYG 1070 + DHYG 1110, Co-Req: DHYG 2020*

*DHYG 2020:- Pre-Req: DHYG 1070 + DHYG 1090 + DHYG 1111, Co-Req: DHYG 2011*

*DHYG 2105:- Pre-Req: CHEM 1152 + Lab*

*DHYG 2200:- Pre-Req: DHYG 1010*

#### Semester Four

DHYG 2051	Oral Pathology & General Pathology/Pathophysiology	2
DHYG 2070	Community Dental Health	3
DHYG 2080	Clinical Dental Hygiene III	2
DHYG 2090	Clinical Dental Hyg III Lab	4

**Subtotal: 11**

*DHYG 2051:- Pre-Req: DHYG 1010 + DHYG 1020*

*DHYG 2070:- Pre-Req: DHYG 1110*

*DHYG 2080:- Pre-Req: DHYG 2011, Co-Req: DHYG 2090*

*DHYG 2090:- Pre-Req: DHYG 2020, Co-Req: DHYG 2080*

#### Semester Five

##### Apply for Graduation

DHYG 2131	Dental Hygiene Clinic Lecture IV	1
DHYG 2140	Clinical Dental Hygiene IV Lab	4

**Subtotal: 5**

*DHYG 2131:- Pre-Req: DHYG 2080, Co-Req: DHYG 2140*

*DHYG 2140:- Pre-Req: DHYG 2090, Co-Req: DHYG 2131*

***This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.***

**Subtotal: 83**



### Program 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 <https://www.ada.org/en/coda>.

Additional Dental Hygiene Information

### Welcome to Lanier Technical College's Dental Hygiene Clinic:

### Interested in Joining Lanier Technical College's Dental Hygiene Program?

### Thinking About Being a Lanier Tech Dental Hygiene Patient?

## Design and Media Production Technology

### Design and 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 Associate of Applied Science (AAS) 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

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	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	PSYC 1101	Introductory Psychology	3
Area IV – Humanities/Fine Arts – Choose 3 Hours			PSYC 2103	Human Development	3
ARTS 1101	Art Appreciation	3	RELG 1101	World Religions	3
ENGL 2110	World Literature	3	SOCI 1101	Introduction to Sociology	3
ENGL 2130	American Literature	3	SOCI 2600	Intro to Social Problems	3
HUMN 1101	Intro to Humanities	3	SPAN 1101	Intro to Spanish Lang/Culture	3
MUSC 1101	Music Appreciation	3	THEA 1101	Theater Appreciation	3
RELG 1101	World Religions	3	Program-Specific Core – Total of 20 Hours		
THEA 1101	Theater Appreciation	3	**This section requires 19 hours; however, our options for the Technology Cluster Courses are limited to DMPT 1055-Introduction to Media Technology, which is a 4 credit hour courses, making the total 20 hours.		
General Education Core Elective – Choose 3 Hours			DMPT 1000	Introduction to Design	4
ARTS 1101	Art Appreciation	3	DMPT 1005	Vector Graphics	4
BIOL 1111	Biology I	3	DMPT 1010	Raster Imaging	4
	And		DMPT 1055	Intro to Media Production	4
BIOL 1111L	Biology Lab I	1	DMPT 2930	Exit Review	4
BIOL 2113	Anatomy & Physiology I	3	Choose a Specialization – Total of 27 Hours		
	And		Design and Media Production Specialization		
BIOL 2113L	Anatomy & Physiology I Lab	1	Select 24 Credit Hours of DMPT coursework		
BIOL 2114	Anatomy & Physiology II	3	Select a Design and Media Elective – Choose 3 Hours		
	And		ACCT 1100	Financial Accounting I	4
BIOL 2114L	Anatomy & Physiology II Lab	1	BUSN 1410	Spreadsheet Concepts & Apps	4
COMM 1100	Human Communication	3	BUSN 1420	Database Applications	4
ECON 1101	Principles of Economics	3	CIST 1510	Web Development I	3
ECON 2105	Macroeconomics	3	CIST 1520	Scripting Technologies	3
ECON 2106	Microeconomics	3	CIST 1530	Web Graphics I	3
ENGL 1102	Literature & Composition	3	CIST 1540	Web Animation I	3
ENGL 2110	World Literature	3	CIST 2510	Web Technologies	3
ENGL 2130	American Literature	3	CIST 2550	Web Development II	3
HIST 1111	World History I	3	CIST 2710	2D Computer Animation	3
HIST 1112	World History II	3	CIST 2730	Intro to 3D Animation	4
HIST 2111	U.S. History I	3	DMPT 1015	Drawing	4
HIST 2112	U.S. History II	3	DMPT 1020	Intro to Photography	4
HUMN 1101	Intro to Humanities	3	Graphic Design and Prepress Specialization		
MATH 1101	Mathematical Modeling	3	DMPT 2100	Identity Design	4
MATH 1103	Quantitative Skills/Reasoning	3	DMPT 2105	Page Layout	4
MATH 1111	College Algebra	3	DMPT 2110	Publication Design	4
MATH 1113	Precalculus	3	DMPT 2115	Adv Promotional Design	4
MATH 1127	Introduction to Statistics	3	DMPT 2120	Prepress and Output	4
MATH 1131	Calculus I	4	Select a Design and Media Elective – Choose 3 Hours		
MUSC 1101	Music Appreciation	3	DMPT 2905	Practicum/Internship II	4
PHYS 1110	Conceptual Physics	3	Or		
	And		Select an additional Design and Media Elective –		
PHYS 1110L	Conceptual Physics Lab I	1			
POLS 1101	American Government	3			
POLS 2401	Global Issues	3			

Choose 4 Hours

**Subtotal: 62**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

DMPT 1000	Introduction to Design	4
DMPT 1055	Intro to Media Production	4
DMPT 1005	Vector Graphics	4
ENGL 1101	Composition & Rhetoric	3

**Subtotal: 15**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

	Area II General Education Core	3
DMPT 2105	Page Layout	4
DMPT 2120	Prepress and Output	4
DMPT 1010	Raster Imaging	4

**Subtotal: 15**

**Semester Three**

	Area III General Education Core	3
DMPT 2110	Publication Design	4

**Subtotal: 7**

**Required**

	Area IV General Education Core	3
DMPT 2100	Identity Design	4
DMPT 2905	Practicum/Internship II	4
DMPT	Elective	3

**Subtotal: 14**

*DMPT 2100:- Pre-Req: DMPT 1005 + DMPT 1010*

**Semester Five**

**Apply for Graduation**

	General Education Core Electives	3
DMPT 2115	Adv Promotional Design	4

**Choose One**

DMPT 2905	Practicum/Internship II	4
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**Subtotal: 11**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**\*\*Program requires 61 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 62 hours.**

**Subtotal: 62**

**Design and 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 and Availability**

4 Semesters

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
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EMPL 1000	Interpers Relations/Prof Dev	2
	Or	
PSYC 1010	Basic Psychology	3
MATH 1011	Business Math	3
	Or	
MATH 1012	Foundations of Mathematics	3

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

**Subtotal: 47**

**Program-Specific Core – Total of 20 Hours**

\*\*This section requires 19 hours; however, our options for the Technology Cluster Courses are limited to DMPT 1055-Introduction to Media Technology, which is a 4 credit hour courses, making the total 20 hours.

DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 1055	Intro to Media Production	4
DMPT 2930	Exit Review	4

**Choose a Specialization – Total of 19 Hours**

**Graphic Design and 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 and Output	4

**Select a Design and Media Elective – Choose 3 Hours**

ACCT 1100	Financial Accounting I	4
BUSN 1410	Spreadsheet Concepts & Apps	4
BUSN 1420	Database Applications	4
CIST 1510	Web Development I	3
CIST 1520	Scripting Technologies	3
CIST 1530	Web Graphics I	3
CIST 1540	Web Animation I	3
CIST 2510	Web Technologies	3
CIST 2550	Web Development II	3
CIST 2710	2D Computer Animation	3
CIST 2730	Intro to 3D Animation	4
CIST 2733	3D Graphics for Gaming I	4
DMPT 1015	Drawing	4
DMPT 1020	Intro to Photography	4
DMPT 1025	Production Photography	4
DMPT 1600	Intro to Video Production	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

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

DMPT 1000	Introduction to Design	4
DMPT 1055	Intro to Media Production	4
DMPT 1005	Vector Graphics	4
ENGL 1010	Fundamentals of English I	3

**Subtotal: 15**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

DMPT 2105	Page Layout	4
DMPT 2120	Prepress and Output	4
DMPT 1010	Raster Imaging	4

**Subtotal: 12**

**Semester Three**

**Choose One:**

DMPT 2110	Publication Design	4
	Or	
DMPT 2115	Adv Promotional Design	4

**Choose One:**

MATH 1011	Business Math	3
	Or	
MATH 1012	Foundations of Mathematics	3

*MATH 1011 and MATH 1012: Pre-Req: Test Scores – See Advisor*

**Choose One:**

EMPL 1000	Interpers Relations/Prof Dev	2
	Or	
PSYC 1010	Basic Psychology	3

**Subtotal: 9**

**Semester Four**

**Apply for Graduation**

DMPT	Elective	3
DMPT 2100	Identity Design	4
DMPT 2930	Exit Review	4

**Subtotal: 11**

*DMPT 2100:- Pre-Req: DMPT 1005 + DMPT 1010*

This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.

\*\*Program requires 46 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 47 hours.

**Subtotal: 47**

## Advertising Layout Specialist Certificate Program

AL61

### 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 and Availability

3 Semesters

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 35 Hours

**\*\*Program requires 34 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 35 hours.**

DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 2105	Page Layout	4
DMPT 2115	Adv Promotional Design	4
DMPT 2100	Identity Design	4
DMPT 1020	Intro to Photography	4
DMPT 1055	Intro to Media Production	4
MKTG 1190	Integrated MKTG Communications	3
	Or	
DMPT 1025	Production Photography	4
		<b>Subtotal: 35</b>

### Graduation Plan

#### Semester One

DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1020	Intro to Photography	4
		<b>Subtotal: 12</b>

#### Semester Two

DMPT 2105	Page Layout	4
DMPT 2100	Identity Design	4
DMPT 1010	Raster Imaging	4
		<b>Subtotal: 12</b>

#### Semester Three

##### Apply for Graduation

DMPT 2115	Adv Promotional Design	4
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##### Choose One:

MKTG 1190	Integrated MKTG Communications	3
	Or	
DMPT 1025	Production Photography	4

##### Required

DMPT 1055	Intro to Media Production	4
		<b>Subtotal: 11</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**\*\*Program requires 34 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 35 hours.**

**Subtotal: 35**

## Design & Media Production Specialist Certificate Program

DAM1

### 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 and Availability

2 Semesters

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

## Curriculum

Program-Specific Core – Total of 16 Hours

**\*\*Program requires 15 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 16 hours.**

DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 1055	Intro to Media Production	4

**Subtotal: 16**

## Graduation Plan

Semester One

DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4

**Subtotal: 8**

Semester Two

Apply for Graduation

DMPT 1010	Raster Imaging	4
DMPT 1055	Intro to Media Production	4

**Subtotal: 8**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**\*\*Program requires 15 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 16 hours.**

**Subtotal: 16**

## Digital Illustration Specialist Certificate Program

DI21

### 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 and Availability

2 Semesters

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### 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
		<b>Subtotal: 20</b>

### Graduation Plan

Semester One		
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
		<b>Subtotal: 8</b>

Semester Two

Apply for Graduation		
DMPT 2100	Identity Design	4
DMPT 2130	Advanced Vector Graphics	4
DMPT 1015	Drawing	4
		<b>Subtotal: 12</b>

*DMPT 2100:- Pre-Req: DMPT 1005 + DMPT 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 20**

## Graphic Design & Prepress Certificate Program

GD21

### 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 and Availability

2 Semesters

### 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.

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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 24 Hours

**\*\*Program requires 23 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 24 hours.**

DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
DMPT 2105	Page Layout	4
DMPT 2120	Prepress and Output	4
DMPT 1055	Intro to Media Production	4
<b>Subtotal: 24</b>		

**Graduation Plan**

Semester One

DMPT 1000	Introduction to Design	4
DMPT 1005	Vector Graphics	4
DMPT 1010	Raster Imaging	4
<b>Subtotal: 12</b>		

Semester Two

Apply for Graduation

DMPT 2105	Page Layout	4
DMPT 2120	Prepress and Output	4
DMPT 1055	Intro to Media Production	4
<b>Subtotal: 12</b>		

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**\*\*Program requires 23 hours; however, our options for the Technology Cluster Courses are limited to Introduction to Media Technology, which is a 4 credit hour courses, making the total 24 hours.**

**Subtotal: 24**

## Diesel Equipment Technology

### Diesel Equipment Technology Diploma Program

DET4

**Program Description**

The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application

necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Program Length and Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 27 Hours

COMP 1000	Intro to Computer Literacy	3
DIET 1000	Intro-Diesel Tech Tools Safety	3
DIET 1010	Diesel Electrical & Elec Syst	7
DIET 1020	Preventive Maintenance	5
DIET 1030	Diesel Engines	6
DIET 1040	Diesel Truck, Heavy Equip HVAC	3



Choose a Specialization – Total 12 Hours

Medium/Heavy Truck Specialization -			
DIET 2010	Truck Brake Systems		4
DIET 2000	Truck Steering Suspension Syst		4
DIET 2020	Truck Drive Trains		4
<b>Subtotal:</b>			<b>47</b>

**Graduation Plan**

Semester One

ENGL 1010	Fundamentals of English I		3
DIET 1000	Intro-Diesel Tech Tools Safety		3
DIET 1010	Diesel Electrical & Elec Syst		7
<b>Subtotal:</b>			<b>13</b>

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*DIET 1010:- Co-Req: DIET 1000*

Semester Two

MATH 1012	Foundations of Mathematics		3
DIET 1030	Diesel Engines		6
DIET 2010	Truck Brake Systems		4
<b>Subtotal:</b>			<b>13</b>

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

*DIET 1030:- Co-Req: DIET 1010*

*DIET 2010:- Co-Req: DIET 1000 and DIET 1010*

Semester Three

DIET 1020	Preventive Maintenance		5
DIET 1040	Diesel Truck, Heavy Equip HVAC		3
COMP 1000	Intro to Computer Literacy		3
<b>Subtotal:</b>			<b>11</b>

*DIET 1020 and DIET 1040:- Co-Req: DIET 1010*

Semester Four

Apply for Graduation

DIET 2000	Truck Steering Suspension Syst		4
DIET 2020	Truck Drive Trains		4
EMPL 1000	Interpers Relations/Prof Dev		2
<b>Subtotal:</b>			<b>10</b>

*DIET 2000:- Co-Req: DIET 1000*

*DIET 2020:- Co-Req: DIET 1000 and DIET 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 47**

## Diesel Electrical/Electronic Systems Technician Certificate Program

DE11

### Program Description

The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

### Program Specific Information

Students are accepted each semester based on course and space availability.

### Program Length and Availability

1 Semester

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 10 Hours

DIET 1000	Intro-Diesel Tech Tools Safety		3
DIET 1010	Diesel Electrical & Elec Syst		7

**Subtotal: 10**

### Graduation Plan

#### Semester One

##### Apply for Graduation

DIET 1000	Intro-Diesel Tech Tools Safety	3
DIET 1010	Diesel Electrical & Elec Syst	7

**Subtotal: 10**

*DIET 1010-Co-Req: DIET 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10**

## Diesel Truck Maintenance Technician Certificate Program

DTM1

### Program Description

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

### Program Specific Information

Students are accepted each semester based on course and space availability.

### Program Length and Availability

2 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Program-Specific Core – Total of 23 Hours

DIET 1000	Intro-Diesel Tech Tools Safety	3
DIET 1010	Diesel Electrical & Elec Syst	7
DIET 1020	Preventive Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4

**Subtotal: 23**

### Graduation Plan

#### Semester One

DIET 1000	Intro-Diesel Tech Tools Safety	3
DIET 1010	Diesel Electrical & Elec Syst	7

**Subtotal: 10**

*DIET 1010:- Co-Req: DIET 1000*

#### Semester Two

##### Apply for Graduation

DIET 1020	Preventive Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drive Trains	4

**Subtotal: 13**

*DIET 1020:- Co-Req: DIET 1010*

*DIET 2010 and DIET 2020:- Co-Req: DIET 1000 and DIET 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 23**

## Transport Refrigeration Specialist Certificate Program

TR11

**Program Description**

The Transport Refrigeration Specialist technical certificate of credit provides individuals with an existing ASE Diesel Mechanic Certification the opportunity to enter the workforce area that specializes in the repair and service of Transport Refrigeration Systems for a variety of mobile applications including trailers, truck bodies, and buses.

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Program Length and Availability**

1 Semester

Campus Availability: Hall

**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.

**Admissions Requirements**

Standard content

Must have ASE Diesel Mechanic Certification to be admitted to the program.

**Curriculum**

Program-Specific Core – Total of 14 Hours			
DIET 2140	Intro to Mobile Temp Ctrl		3
DIET 2141	Transport Temp Ctrl Cert		3
DIET 2145	Refrig Transport Unit & Compon		4
DIET 2146	Refrig Unit Drive & Ctrl		4
			<b>Subtotal: 14</b>

**Graduation Plan**

Semester One

Apply for Graduation			
DIET 2140	Intro to Mobile Temp Ctrl		3
DIET 2141	Transport Temp Ctrl Cert		3
DIET 2145	Refrig Transport Unit & Compon		4
DIET 2146	Refrig Unit Drive & Ctrl		4
			<b>Subtotal: 10</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10**

**Drafting Technology**

**Drafting Technology Degree Program**

DT13

**Program Description**

The Drafting Technology Associate of Applied Science (AAS) 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 and Availability**

4 Semesters

Campus Availability: Hall

**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.

**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,

COMPASS, or ASSET test scores.

**Curriculum**

## General Education Core – Total of 15 Hours

## Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101 Composition &amp; 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

SOC 2600 Intro to Social Problems 3

## Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1111 College Algebra 3  
Or

MATH 1113 Precalculus 3

*MATH 1111: \*Required*

## Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3

HUMN 1101 Intro to Humanities 3

ENGL 2110 World Literature 3

MUSC 1101 Music Appreciation 3

ENGL 2130 American Literature 3

RELG 1101 World Religions 3

THEA 1101 Theater 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

COMP 1000 Intro to Computer Literacy 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 &amp; Graphics 3

DFTG 2030 Adv 3D Modeling 4

Architectural

DFTG 2040 Adv. 3D Modeling 4

Mechanical

DFTG 2110 Print Reading I 2

DFTG 2120 Print Rdg/Architecture 3

DFTG 2130 Manual Drafting 2

Fundamentals

DFTG 2210 Print Reading II 2

DFTG 2300 Drafting Pract/Internship III 3

DFTG 2400 Drafting Pract/Internship IV 4

DFTG 2500 Drafting Exit Review 3

DFTG 2600 Drafting Pract/Internship VI 6

MGMT 1125 Business Ethics 3

MGMT 2155 Quality Management 3

Principles

MGMT 2210 Project Management 3

## 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

COMP 1000 Intro to Computer Literacy 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 &amp; Graphics 3

DFTG 2030 Adv 3D Modeling 4

Architectural

DFTG 2040 Adv. 3D Modeling 4

Mechanical

DFTG 2110 Print Reading I 2

DFTG 2120 Print Rdg/Architecture 3

DFTG 2130 Manual Drafting 2

Fundamentals

DFTG 2210 Print Reading II 2

DFTG 2300	Drafting Pract/Internship III	3
DFTG 2400	Drafting Pract/Internship IV	4
DFTG 2500	Drafting Exit Review	3
DFTG 2600	Drafting Pract/Internship VI	6
MGMT 1125	Business Ethics	3
MGMT 2155	Quality Management Principles	3
MGMT 2210	Project Management	3
		<b>Subtotal: 60</b>
		<b>Subtotal: 60</b>

**Graduation Plan Degree in Drafting Technology (Mechanical Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1105	3D Mechanical Drawing	4
ENGL 1101	Composition & Rhetoric	3
		<b>Subtotal: 15</b>

*DFTG 1103:- Co-Req: DFTG 1101*

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

Semester Two

DFTG 2040	Adv. 3D Modeling Mechanical	4
DFTG 1107	Adv. Dimensioning/Sect. Views	4
DFTG 1111	Fasteners	4
MATH 1111	College Algebra	3
		<b>Subtotal: 15</b>

*DFTG 2040:- Co-Req: DFTG 1105*

*DFTG 1107:- Pre-Req: DFTG 1103, Co-Req: DFTG 1105*

*DFTG 1111:- Pre-Req: DFTG 1105, Co-Req: DFTG 1103*

*MATH 1111:- Pre-Req: Test Scores – See Advisor*

*DFTG 2040: These courses are electives suggested by the Program Advisor. These can be substituted for any of the electives listed as Mechanical Drafting Electives.*

Semester Three

DFTG 1109	Auxiliary Views/Surface Dev.	4
DFTG 1113	Assembly Drawings	4
DFTG 2110	Print Reading I	2
DFTG 2210	Print Reading II	2
	Mechanical Drafting Elective	3
		<b>Subtotal: 15</b>

*DFTG 1109:- Co-Req: DFTG 1105*

*DFTG 1113:- Pre-Req: DFTG 1105, Co-Req: DFTG 1111*

*DFTG 2110 and DFTG 2210: These courses are electives suggested by the Program Advisor. These can be substituted for any of the electives listed as Mechanical Drafting Electives.*

Semester Four

Apply for Graduation

Area IV General Education	3	
Core		
Area II General Education	3	
Core		
MATH 1113	Precalculus	3

MATH 1113 Pre-Req: Math 1111 + Regular Admission

Required

Mechanical Drafting Electives	6
<b>Subtotal: 15</b>	

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 60**

**Graduation Plan Degree in Drafting Technology (Architectural Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1125	Architectural Fundamentals	4
ENGL 1101	Composition & Rhetoric	3
		<b>Subtotal: 15</b>

*DFTG 1103:- Co-Req: DFTG 1101*

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

Semester Two

DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4
DFTG 2030	Adv 3D Modeling Architectural	4
MATH 1111	College Algebra	3
		<b>Subtotal: 15</b>

*DFTG 1127 and DFTG 2030:- Pre-Req: DFTG 1125*

*DFTG 1129:- Co-Req: DFTG 1125*

*MATH 1111:- Pre-Req: Test Scores – See Advisor*

**Semester Three**

DFTG 1133	Commercial Drawing I	4
DFTG 1131	Residential Drawing II	4
DFTG 2120	Print Rdg/Architecture	3
	Architectural Drafting	3
	Elective	

**Subtotal: 14**

*DFTG 1133:- Co-Req: DFTG 1125*

*DFTG 1131:- Co-Req: DFTG 1125 + DFTG 1129*

**Semester Four**

**Apply for Graduation**

Area IV General Education	3
Core	
Area II General Education	3
Core	

MATH 1113	Precalculus	3
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MATH 1113 Pre-Req: Math 1111 + Regular Admission

**Required**

Architectural Drafting	7
Electives	

**Subtotal: 16**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 60**

**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 and Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

**Basic Skills – Total of 8 Hours**

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

**Program-Specific Core – Total of 11 Hours**

DFTG 1015	Practical Math/Drafting Tech	3
	Or	
MCHT 1013	Machine Tool Math	3
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4

**Choose a Specialization – Total of 27 Hours**

**Mechanical Drafting Specialization**

DFTG 1105	3D Mechanical Drawing	4
DFTG 1107	Adv. Dimensioning/Sect. Views	4
DFTG 1109	Auxiliary Views/Surface Dev.	4
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4

**Mechanical Drafting Electives – Choose 7 Hours**

COMP 1000	Intro to Computer Literacy	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 Rdg/Architechure	3
DFTG 2130	Manual Drafting Fundamentals	2
DFTG 2210	Print Reading II	2
DFTG 2300	Drafting Pract/Internship III	3
DFTG 2400	Drafting Pract/Internship IV	4
DFTG 2500	Drafting Exit Review	3
DFTG 2600	Drafting Pract/Internship VI	6
MGMT 1125	Business Ethics	3
MGMT 2155	Quality Management Principles	3
MGMT 2210	Project Management	3
<b>Architectural Drafting Specialization</b>		
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
<b>Architectural Drafting Electives – Choose 7 Hours</b>		
COMP 1000	Intro to Computer Literacy	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 Rdg/Architechure	3
DFTG 2130	Manual Drafting Fundamentals	2
DFTG 2210	Print Reading II	2
DFTG 2300	Drafting Pract/Internship III	3
DFTG 2400	Drafting Pract/Internship IV	4
DFTG 2500	Drafting Exit Review	3
DFTG 2600	Drafting Pract/Internship VI	6

MGMT 1125	Business Ethics	3
MGMT 2155	Quality Management Principles	3
MGMT 2210	Project Management	3
		<b>Subtotal: 46</b>

**Graduation Plan -Diploma in Drafting Technology  
(Mechanical Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1105	3D Mechanical Drawing	4
ENGL 1010	Fundamentals of English I	3
		<b>Subtotal: 15</b>

*DFTG 1103:- Co-Req: DFTG 1101*

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

DFTG 2040	Adv. 3D Modeling Mechanical	4
DFTG 1107	Adv. Dimensioning/Sect. Views	4
DFTG 1111	Fasteners	4
MATH 1012	Foundations of Mathematics	3
		<b>Subtotal: 15</b>

*DFTG 2040:- Co-Req: DFTG 1105*

*DFTG 1107:- Pre-Req: DFTG 1103, Co-Req: DFTG 1105*

*DFTG 1111:- Pre-Req: DFTG 1105, Co-Req: DFTG 1103*

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

**Semester Three**

**Apply for Graduation**

DFTG 1109	Auxiliary Views/Surface Dev.	4
DFTG 1113	Assembly Drawings	4
EMPL 1000	Interpers Relations/Prof Dev	2

*DFTG 1109:- Co-Req: DFTG 1105*

*DFTG 1113:- Pre-Req: DFTG 1105, Co-Req: 1111*

**Choose One:**

DFTG 1015	Practical Math/Drafting Tech Or	3
MCHT 1013	Machine Tool Math	3

*MCHT 1013:- Pre-Req: MATH 1012 or higher*

Required	Mechanical Drafting Elective	3
	<b>Subtotal: 16</b>	

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 46**

**Graduation Plan - Diploma in Drafting Technology (Architectural Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1125	Architectural Fundamentals	4
ENGL 1010	Fundamentals of English I	3
	<b>Subtotal: 15</b>	

*DFTG 1103:- Co-Req: DFTG 1101*

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4
DFTG 2030	Adv 3D Modeling Architectural	4
MATH 1012	Foundations of Mathematics	3
	<b>Subtotal: 15</b>	

*DFTG 1127:- Pre-Req: DFTG 1125*

*DFTG 1129:- Co-Req: DFTG 1125*

*DFTG 2030:- Pre-Req: DFTG 1127*

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

**Semester Three**

**Apply for Graduation**

DFTG 1133	Commercial Drawing I	4
DFTG 1131	Residential Drawing II	4
EMPL 1000	Interpers Relations/Prof Dev	2

*DFTG 1131:- Co-Req: DFTG 1125 + DFTG 1129*

*DFTG 1133:- Co-Req: DFTG 1125*

**Choose One:**

DFTG 1015	Practical Math/Drafting Tech	3
	Or	
MCHT 1013	Machine Tool Math	3

*MCHT 1013:- Pre-Req: MATH 1012 or higher*

Required	Architectural Drafting Elective	3
	<b>Subtotal: 16</b>	

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 46**

**Advanced CAD Technician Certificate Program**

AC51

**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 and Availability**

3 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.



<b>Curriculum</b>		
Program-Specific Core – Total of 8 Hours		
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
Drafting Electives – Choose 3 Hours		
COMP 1000	Intro to Computer Literacy	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 Rdg/Architechure	3
DFTG 2130	Manual Drafting Fundamentals	2
DFTG 2210	Print Reading II	2
DFTG 2300	Drafting Pract/Internship III	3
DFTG 2400	Drafting Pract/Internship IV	4
DFTG 2500	Drafting Exit Review	3
DFTG 2600	Drafting Pract/Internship VI	6
MGMT 1125	Business Ethics	3
MGMT 2155	Quality Management Principles	3
MGMT 2210	Project Management	3

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
		<b>Subtotal: 31</b>

**Graduation Plan - Certificate in Advanced CAD Technician (Mechanical Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One		
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
	Mechanical Drafting Elective	3
		<b>Subtotal: 11</b>

*DFTG 1103:- Co-Req: DFTG 1101*

Semester Two		
DFTG 1105	3D Mechanical Drawing	4
DFTG 1107	Adv. Dimensioning/Sect. Views	4
DFTG 1109	Auxiliary Views/Surface Dev.	4
		<b>Subtotal: 12</b>

*DFTG 1107:- Pre-Req: DFTG 1103, Co-Req: DFTG 1105*

*DFTG 1109:- Co-Req: DFTG 1105*

Semester Three		
Apply for Graduation		
DFTG 1111	Fasteners	4
DFTG 1113	Assembly Drawings	4
		<b>Subtotal: 8</b>

*DFTG 1111:- Pre-Req: DFTG 1105, Co-Req: DFTG 1103*

*DFTG 1113:- Pre-Req: DFTG 1105, Co-Req: DFTG 1111*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 31**

**Graduation Plan - Certificate in Advanced CAD Technician (Architectural Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One		
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
	Architectural Drafting Elective	3

**Subtotal: 11**

*DFTG 1103:- Co-Req: DFTG 1101*

**Semester Two**

DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4

**Subtotal: 12**

*DFTG 1127:- Pre-Req: DFTG 1125*

*DFTG 1129:- Co-Req: DFTG 1125*

**Semester Three**

**Apply for Graduation**

DFTG 1133	Commercial Drawing I	4
DFTG 1131	Residential Drawing II	4

**Subtotal: 8**

*DFTG 1133:- Co-Req: DFTG 1125*

*DFTG 1131:- Co-Req: DFTG 1125 + DFTG 1129*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 31**

**Architectural Systems Drafter Certificate Program**

AS71

**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 and Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**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 Rdg/Architechure	3

**Subtotal: 15**

**Graduation Plan**

**Semester One**

**Apply for Graduation**

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1125	Architectural Fundamentals	4
DFTG 2120	Print Rdg/Architechure	3

**Subtotal: 15**

*DFTG 1103:- Co-Req: DFTG 1101*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

**CAD Operator Certificate Program**

CP41

**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 and Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**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

<b>Mechanical Drafting Specialization</b>		
DFTG 1105	3D Mechanical Drawing	4
DFTG 1107	Adv. Dimensioning/Sect. Views	4

DFTG 1109	Auxiliary Views/Surface Dev.	4
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**Architectural Drafting Specialization**

DFTG 1125	Architectural Fundamentals	4
DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4

**Subtotal: 20**

**Graduation Plan - Certificate in CAD Operator (Mechanical Specialization)**

Semester One

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1105	3D Mechanical Drawing	4

**Subtotal: 12**

*DFTG 1103-Co-Req: DFTG 1101*

Semester Two

Apply for Graduation

DFTG 1107	Adv. Dimensioning/Sect. Views	4
DFTG 1109	Auxiliary Views/Surface Dev.	4

**Subtotal: 8**

*DFTG 1107:- Pre-Req: DFTG 1103, Co-Req: DFTG 1105*

*DFTG 1109:- Co-Req: DFTG 1105*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 20**

**Graduation Plan - Certificate in CAD Operator (Architectural Specialization)**

Semester One

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
DFTG 1125	Architectural Fundamentals	4

**Subtotal: 12**

*DFTG 1103:- Co-Req: DFTG 1101*

Semester Two

Apply for Graduation

DFTG 1127	Architectural 3D Modeling	4
DFTG 1129	Residential Drawing I	4

**Subtotal: 8**

*DFTG 1127:- Pre-Req: DFTG 1125*

*DFTG 1129:- Co-Req: DFTG 1125*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 20**

## Drafter’s Assistant Certificate Program

DA31

### 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 and Availability

1 Semester

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

## Curriculum

Program-Specific Core – Total of 11 Hours

COMP 1000	Intro to Computer Literacy	3
DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4

**Subtotal: 11**

## Graduation Plan

Semester One

Apply for Graduation

DFTG 1101	CAD Fundamentals	4
DFTG 1103	Multiview/Basic Dimensioning	4
COMP 1000	Intro to Computer Literacy	3

**Subtotal: 11**

*DFTG 1103:- Co-Req: DFTG 1101*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 11**

## Early Childhood Care and Education

### Early Childhood Care and Education Degree Program

EC13

### Program Description

The Early Childhood Care and Education Associate of Applied Science (AAS) Degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application, as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions.

### Program Specific Information

Students are accepted every semester based on course and space availability.

Students must complete ALL ECCE COURSES with a grade of C or higher in order to graduate.

**Additional Requirements**

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately \$50.

**Program Length and Availability**

5 Semesters

Campus Availability: Hall, Forsyth, Barrow

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 18 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101    Composition & Rhetoric                    3

ENGL 1102	Literature & Composition	3
	Or	
SPAN 1101	Intro to Spanish Lang/Culture	3
	Or	
SPCH 1101	Public Speaking	3
	Or	
COMM 1100	Human Communication	3

*ENGL 1101: \*Required*

Area II – Social/Behavioral Sciences – Choose 3 Hours

PSYC 1101	Introductory Psychology	3
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Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
	And	
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy & Physiology I	3
	And	
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
	And	
BIOL 2114L	Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3

HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3
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 Children	3
COMP 1000	Intro to Computer Literacy	3
ECCE 2201	Exceptionalities	3
ECCE 2202	Social Issues/Family Involve	3
ECCE 2203	Guidance/Classroom Mgmt	3
ECCE 1121	Early ECCE Practicum	3
ECCE 2116	Math & Science	3
ECCE 2245	ECCE Internship I	6
ECCE 2246	ECCE Internship II	6

## Choose a Specialization – Total of 6 Hours

## Paraprofessional Specialization

ECCE 2310	Parapro Methods/Materials	3
ECCE 2312	Parapro Role & Practice	3

## Infant/Toddler Development Specialization

ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care	3

## Program Administration Specialization

ECCE 2320	Prog Admin/Facility Mgmt	3
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ECCE 2322	Personnel Management	3
		<b>Subtotal: 72</b>
		<b>Subtotal: 72</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

## Semester One

ENGL 1101	Composition & Rhetoric	3
COMP 1000	Intro to Computer Literacy	3
ECCE 1101	Intro to Early Childhood Care	3
ECCE 1103	Child Growth & Development	3
ECCE 1112	Curriculum & Assessment	3
		<b>Subtotal: 15</b>

*ENGL 1101:- Pre-Req: Test Scores-See Advisor*

*ECCE 1112:- Co-Req: ECCE 1103*

## Semester Two

PSYC 1101	Introductory Psychology	3
ECCE 1105	Health Safety & Nutrition	3
ECCE 1113	Creative Activities Children	3
ECCE 2115	Language & Literacy	3
ECCE 2203	Guidance/Classroom Mgmt	3
		<b>Subtotal: 15</b>

*PSYC 1101:- Pre-Req: Regular Admission\* for Engl/Read*

*ECCE 2115:- Pre-Req: ECCE 1103*

*ECCE 2203:- Co-Req: ECCE 1103*

## Semester Three

Area I General Education Core		3
ECCE 1121	Early ECCE Practicum	3
ECCE 2116	Math & Science	3
ECCE 2202	Social Issues/Family Involve General Education Core Electives	3
		<b>Subtotal: 15</b>

*ECCE 1121:- Co-Req: ECCE 1105*

*ECCE 2116:- Pre-Req: ECCE 1103*

## Semester Four

Area III General Education Core		3
Area IV General Education Core		3
ECCE 2201	Exceptionalities	3
ECCE	2 Course Specialization	6
		<b>Subtotal: 15</b>

*ECCE 2201:- Pre-Req: ECCE 1103*

Semester Five

Apply for Graduation

ECCE 2245	ECCE Internship I	6
ECCE 2246	ECCE Internship II	6

**Subtotal: 12**

*ECCE 2245 and ECCE 2246:- Pre-Req: ECCE 1101, ECCE 1103, ECCE 1105*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**Subtotal: 72**

## Early Childhood Care and Education Diploma Program

ECC2

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

Students must complete ALL ECCE COURSES with a grade of C or higher in order to graduate.

### Additional Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, neglecting or abusing a dependent person, a sexual offense, or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be

severely limited in the early childhood profession, a person who has received an unsatisfactory criminal records check is discouraged from pursuing this program of study and may need to reconsider their chosen field of study. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately \$50.

### Program Length and Availability

4 Semesters

Campus Availability: Hall, Forsyth, Barrow

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpers Relations/Prof Dev Or	2
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 Children	3
COMP 1000	Intro to Computer Literacy	3
ECCE 2202	Social Issues/Family Involve	3
ECCE 2203	Guidance/Classroom Mgmt	3
ECCE 1121	Early ECCE Practicum	3

ECCE 2116	Math & Science	3
ECCE 2245	ECCE Internship I	6
ECCE 2246	ECCE Internship II	6
<b>Subtotal:</b>		<b>53</b>

**Graduation Plan**

## Semester One

ECCE 1101	Intro to Early Childhood Care	3
ECCE 1103	Child Growth & Development	3
ECCE 1112	Curriculum & Assessment	3
COMP 1000	Intro to Computer Literacy	3
<b>Subtotal:</b>		<b>12</b>

*ECCE 1112-Co-Req: ECCE 1103*

## Semester Two

MATH 1012	Foundations of Mathematics	3
ECCE 1105	Health Safety & Nutrition	3
ECCE 1113	Creative Activities Children	3
ECCE 2115	Language & Literacy	3
ECCE 2203	Guidance/Classroom Mgmt	3
<b>Subtotal:</b>		<b>15</b>

*MATH 1012:- Pre-Req: Test Scores-See Advisor**ECCE 2115:- Pre-Req: ECCE 1103**ECCE 2203:- Co-Req: ECCE 1103*

## Semester Three

ECCE 1121	Early ECCE Practicum	3
ECCE 2116	Math & Science	3
ECCE 2202	Social Issues/Family Involve	3
ENGL 1010	Fundamentals of English I	3

*ECCE 1121:- Co-Req: ECCE 1105**ECCE 2116:- Pre-Req: ECCE 1103**ENGL 1010:- Pre-Req: Test Scores-See Advisor*

## Choose One:

PSYC 1010	Basic Psychology	3
Or		
EMPL 1000	Interpers Relations/Prof Dev	2
<b>Subtotal:</b>		<b>14</b>

## Semester Four

## Apply for Graduation

ECCE 2245	ECCE Internship I	6
ECCE 2246	ECCE Internship II	6
<b>Subtotal:</b>		<b>12</b>

*ECCE 2245 and ECCE 2246:- Pre-Req: ECCE 1101, ECCE 1103, ECCE 1105*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 53**

## Child Development Specialist Certificate Program

CD61

**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 and Availability**

1 Semester

Campus Availability: Hall, Jackson, Barrow

**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.

**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, COMPASS, or ASSET test scores.

**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	Interpers Relations/Prof Dev		2
	Or		
ECCE 1121	Early ECCE Practicum		3
			<b>Subtotal: 14</b>

**Graduation Plan**

Semester One

Apply for Graduation			
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

*ECCE 1112:- Co-Req: ECCE 1103*

Choose One:

EMPL 1000	Interpers Relations/Prof Dev	2
	Or	
ECCE 1121	Early ECCE Practicum	3
		<b>Subtotal: 14</b>

*ECCE 1121:- Co-Req: ECCE 1105*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 14**

**Early Childhood Care and Education Basics Certificate Program**

EC31

**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.

**Subtotal: 9**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 9**

**Program Length and Availability**

1 Semester

Campus Availability: Hall, Forsyth, Barrow, Online

**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.

**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, COMPASS, or ASSET test scores.

**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
			<b>Subtotal: 9</b>

**Graduation Plan**

Semester One

Apply for Graduation			
ECCE 1101	Intro to Early Childhood Care		3
ECCE 1103	Child Growth & Development		3
ECCE 1105	Health Safety & Nutrition		3

**Early Childhood Program Administration Certificate Program**

ECPI

**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.

**Subtotal: 9**

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 and Availability**

1 Semester

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 9 Hours		
ECCE 1103	Child Growth & Development	3
ECCE 2320	Prog Admin/Facility Mgmt	3
ECCE 2322	Personnel Management	3
		<b>Subtotal: 9</b>

**Graduation Plan**

Semester One

Apply for Graduation		
ECCE 1103	Child Growth & Development	3
ECCE 2320	Prog Admin/Facility Mgmt	3
ECCE 2322	Personnel Management	3
		<b>Subtotal: 9</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Infant and Toddler Child Care Specialist Certificate Program**

IC31

**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 and Availability**

1 Semester

Campus Availability: Hall, Online

**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.

**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, COMPASS, or ASSET test scores.

**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
<b>Subtotal:</b>			<b>15</b>

**Graduation Plan**

Semester One

Apply for Graduation			
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
<b>Subtotal:</b>			<b>15</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

# Electrical Systems Technology

## 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 and Availability**

4 Semesters

Campus Availability: Dawson

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours			
ENGL 1010	Fundamentals of English I		3
EMPL 1000	Interpers Relations/Prof Dev		2

MATH 1012	Foundations of Mathematics	3
<b>Program-Specific Core – Total of 25 Hours</b>		
IDFC 1007	Industrial Safety Procedures	2
ELTR 1010	Direct Current Fundamentals	3
	Or	
IDFC 1011	Direct Current I	3
	Or	
IDSY 1101	DC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamentals	3
	Or	
IDFC 1012	Alternating Current I	3
	Or	
IDSY 1105	AC Circuit Analysis	3
ELTR 1060	Elect Prints Schematics Sys	2
ELTR 1080	Commercial Wiring I	5
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4

**Occupational-Related Elective – Choose 3 Hours**

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	El Sys Tech Intern/Practicum	3
ELTR 1510	Electrical Worker	3
ELTR 1520	Grounding & Bonding	2
ELTR 1530	Conduit Sizing	2
ELTR 1540	Wire Pulling & Codes	3

**Choose a Specialization – Total of 10 Hours**

**Electrical Construction and Maintenance Specialization**

ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3

**Additional Occupational-Related Electives - Choose 4 Hours**

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	El Sys Tech Intern/Practicum	3
ELTR 1510	Electrical Worker	3

ELTR 1520	Grounding & Bonding	2
ELTR 1530	Conduit Sizing	2
ELTR 1540	Wire Pulling & Codes	3

**Industrial Electrical Technology Specialization**

ELTR 1220	Industrial PLCs	4
ELTR 1250	Diagnostic Troubleshooting	2
ELTR 1270	NEC Industrial Applications	4

**Subtotal: 43**

**Graduation Plan - Diploma in Electrical Systems Technology (Industrial Electrical Technology Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
IDFC 1007	Industrial Safety Procedures	2

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Choose One:**

ELTR 1010	Direct Current Fundamentals	3
	Or	
IDFC 1011	Direct Current I	3
	Or	
IDSY 1101	DC Circuit Analysis	3

**Choose One:**

ELTR 1020	Alternating Current Fundamentals	3
	Or	
IDFC 1012	Alternating Current I	3
	Or	
IDSY 1105	AC Circuit Analysis	3

**Subtotal: 13**

*ELTR 1020 and IDFC 1012:- Co-Req: IDFC 1011*

**Semester Two**

	Occupational Related Electives	3
ELTR 1060	Elect Prints Schematics Sys	2
ELTR 1080	Commercial Wiring I	5
ELTR 1250	Diagnostic Troubleshooting	2

**Subtotal: 12**

**Semester Three**

ELTR 1220	Industrial PLCs	4
ELTR 1180	Electrical Controls	4
ELTR 1270	NEC Industrial Applications	4

**Subtotal: 12**

*ELTR 1220:- Co-Req: ELTR 1180*

**Subtotal: 12**

*ELTR 1270:- Co-Req: ELTR 1080*

Semester Four

Apply for Graduation

ELTR 1090	Commercial Wiring II	3
MATH 1012	Foundations of Mathematics	3

**Subtotal: 6**

*ELTR 1090:- Co-Req: ELTR 1080*

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 43**

**Graduation Plan - Diploma in Electrical Systems Technology (Electrical Construction and Maintenance Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
IDFC 1007	Industrial Safety Procedures	2

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

Choose One:

ELTR 1010	Direct Current Fundamentals	3
	Or	
IDFC 1011	Direct Current I	3
	Or	
IDSY 1101	DC Circuit Analysis	3

Choose One:

ELTR 1020	Alternating Current Fundamenta	3
	Or	
IDFC 1012	Alternating Current I	3
	Or	
IDSY 1105	AC Circuit Analysis	3

**Subtotal: 13**

*ELTR 1020 and IDFC 1012:- Co-Req: IDFC 1011*

Semester Two

	Occupational Related Electives	3
ELTR 1060	Elect Prints Schematics Sys	2
ELTR 1080	Commercial Wiring I	5
ELTR 1205	Residential Wiring I	3

Semester Three

ELTR 1210	Residential Wiring II	3
ELTR 1180	Electrical Controls	4
	Occupational Related Electives	4

**Subtotal: 12**

*ELTR 1210:- Co-Req: ELTR 1205*

Semester Four

Apply for Graduation

ELTR 1090	Commercial Wiring II	3
MATH 1012	Foundations of Mathematics	3

**Subtotal: 6**

*ELTR 1090:- Co-Req: ELTR 1080*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 43**

**Residential Wiring Technician Certificate Program**

RW21

**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 and Availability**

1 Semester

Campus Availability: Dawson

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 16 Hours			
IDFC 1007	Industrial Safety Procedures		2
ELTR 1060	Elect Prints Schematics Sys		2
ELTR 1010	Direct Current Fundamentals		3
	Or		
IDFC 1011	Direct Current I		3
	Or		
IDSY 1101	DC Circuit Analysis		3
ELTR 1020	Alternating Current Fundamenta		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
			<b>Subtotal: 16</b>

**Graduation Plan**

Semester One

Apply for Graduation

IDFC 1007	Industrial Safety Procedures		2
ELTR 1060	Elect Prints Schematics Sys		2

Choose One:

ELTR 1010	Direct Current Fundamentals		3
	Or		
IDFC 1011	Direct Current I		3
	Or		
IDSY 1101	DC Circuit Analysis		3

Choose One:

ELTR 1020	Alternating Current Fundamenta		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

**Subtotal: 16**

*ELTR 1020 and IDFC 1012:- Co-Req: IDFC 1011*

*ELTR 1210:- Co-Req: ELTR 1205*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

**Electrical Utility Technology**

**Electrical Utility Technology Degree Program**

EU13

**Program Description**

The Electrical Utility Technology Associate of Applied Science (AAS) Degree 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 and Availability**

6 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

Program-Specific Core – Total of 39 Hours

COMP 1000	Intro to Computer Literacy	3
IDFC 1011	Direct Current I	3
IDFC 1012	Alternating Current I	3
ELUT 1101	Intro Electrical Utility Ind	3
ELUT 1102	Fund. Power Alt Current	5
ELUT 1103	Network Communications Or	4
CIST 1401	Comp Networking Fundamentals	4
ELUT 1104	Electrical Substations	5
ELUT 1105	Intro Distrib. Engineering	5
ELUT 1106	Introduction to Metering	3
ELUT 1107	Power Plants	5

Occupational-Related Electives – Choose 16 Hours

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	Electric Utility Internship	9
IDFC 1007	Industrial Safety Procedures	2
IDSY 1020	Print Rdg/Problem Solving	3
IDSY 1110	Industrial Motor Controls I	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 Systems	4
IDSY 1195	Pumps & Piping Systems	3
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
MCHT 1011	Intro to Machine Tool	4
WELD 1000	Intro Welding Technology	4

**Subtotal: 70**

**Graduation Plan**

Note: For a list of which courses are part of the elective



area, please see the Curriculum tab for this program.

<b>Semester One</b>			
ENGL 1101	Composition & Rhetoric		3
MATH 1111	College Algebra		3
ELUT 1101	Intro Electrical Utility Ind		3
IDFC 1011	Direct Current I		3
	Occupational Related		4
	Elective		
			<b>Subtotal: 16</b>

*ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

<b>Semester Two</b>			
MATH 1113	Precalculus		3
	Area IV General Education		3
	Core		
IDFC 1012	Alternating Current I		3
COMP 1000	Intro to Computer Literacy		3
			<b>Subtotal: 12</b>

*MATH 1113:- Pre-Req: MATH 1111 + Regular Admission\**

*IDFC 1012:- Co-Req: IDFC 1011*

<b>Semester Three</b>			
	Area II General Education		3
	Core		
CIST 1401	Comp Networking		4
	Fundamentals		
ELUT 1102	Fund. Power Alt Current		5
	Occupational Related		4
	Elective		
			<b>Subtotal: 16</b>

*ELUT 1102:- Pre-Req: MATH 1013 or higher + IDFC 1012*

<b>Semester Four</b>			
ELUT 1104	Electrical Substations		5
ELUT 1107	Power Plants		5
	Occupational Related		4
	Elective		
			<b>Subtotal: 14</b>

*ELUT 1104 and ELUT 1107:- Pre-Req: ELUT 1102*

<b>Semester Five</b>			
<b>Apply for Graduation</b>			
ELUT 1105	Intro Distrib. Engineering		5
ELUT 1106	Introduction to Metering		3
	Occupational Related		4
	Electives		
			<b>Subtotal: 12</b>

*ELUT 1105 and ELUT 1106:- Pre-Req: ELUT 1102*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 70**

## 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 and Availability

6 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Basic Skills – Total of 11 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry & Trigonometry	3

#### Program-Specific Core – Total of 39 Hours

COMP 1000	Intro to Computer Literacy	3
IDFC 1011	Direct Current I	3
IDFC 1012	Alternating Current I	3
ELUT 1101	Intro Electrical Utility Ind	3
ELUT 1102	Fund. Power Alt Current	5
ELUT 1103	Network Communications Or	4
CIST 1401	Comp Networking Fundamentals	4
ELUT 1104	Electrical Substations	5
ELUT 1105	Intro Distrib. Engineering	5
ELUT 1106	Introduction to Metering	3
ELUT 1107	Power Plants	5

#### Occupational-Related Electives – Choose 9 Hours

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	Electric Utility Internship	9
IDFC 1007	Industrial Safety Procedures	2
IDSY 1020	Print Rdg/Problem Solving	3
IDSY 1110	Industrial Motor Controls I	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 Systems	4
IDSY 1195	Pumps & Piping Systems	3
IDSY 1210	Industrial Motor Controls II	4
IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
MCHT 1011	Intro to Machine Tool	4
WELD 1000	Intro Welding Technology	4

**Subtotal: 59**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
ELUT 1101	Intro Electrical Utility Ind	3
IDFC 1011	Direct Current I	3

**Subtotal: 12**

*ENGL 1010 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

#### Semester Two

MATH 1015	Geometry & Trigonometry	3
EMPL 1000	Interpers Relations/Prof Dev	2
IDFC 1012	Alternating Current I	3
COMP 1000	Intro to Computer Literacy	3

**Subtotal: 11**

*MATH 1015:- Pre-Req: MATH 1013*

*IDFC 1012:- Co-Req: IDFC 1011*

#### Semester Three

ELUT 1102	Fund. Power Alt Current	5
CIST 1401	Comp Networking Fundamentals	4

**Subtotal: 9**

*ELUT 1102:- Pre-Req: MATH 1013 or higher + IDFC 1012*

#### Semester Four

ELUT 1104	Electrical Substations	5
ELUT 1107	Power Plants Occupational Related Elective	5 4

**Subtotal: 14**

*ELUT 1104 and ELUT 1107:- Pre-Req: ELUT 1102*

Semester Five

Apply for Graduation		
ELUT 1105	Intro Distrib. Engineering	5
ELUT 1106	Introduction to Metering	3
	Occupational Related Electives	5

**Subtotal: 13**

*ELUT 1105 and ELUT 1106:- Pre-Req: ELUT 1102*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 59**

### Electrical Utility Technician Certificate Program

EU11

#### 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 and Availability

2 Semesters

Campus Availability: Hall

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### 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	Intro to Computer Literacy	3
ELUT 1101	Intro Electrical Utility Ind	3
ELUT 1102	Fund. Power Alt Current	5
ELUT 1103	Network Communications Or	4
CIST 1401	Comp Networking Fundamentals	4
IDFC 1011	Direct Current I Or	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamenta Or	3
IDFC 1012	Alternating Current I Or	3
IDSY 1105	AC Circuit Analysis	3

**Subtotal: 30**

#### Graduation Plan

Semester One

ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
ELUT 1101	Intro Electrical Utility Ind	3
IDFC 1011	Direct Current I	3

**Subtotal: 12**

*ENGL 1010 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

Semester Two

MATH 1015	Geometry & Trigonometry	3
IDFC 1012	Alternating Current I	3

COMP 1000	Intro to Computer Literacy	3
		<b>Subtotal: 9</b>

*MATH 1015:- Pre-Req: MATH 1013*

*IDFC 1012:- Co-Req: IDFC 1011*

Semester Three

Apply for Graduation

ELUT 1102	Fund. Power Alt Current	5
CIST 1401	Comp Networking Fundamentals	4
		<b>Subtotal: 9</b>

*ELUT 1102:- Pre-Req: MATH 1013 or higher + IDFC 1012 (or other AC/DC combination)*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 30**

## Substation Engineering Technician Certificate Program

SET1

The Substation Engineering program is not accepting new students at this time.

### Program Description

The Substation Engineering Technician program is a sequence of courses designed to meet the needs of the student interested in attaining intermediate-level knowledge and skill necessary to work in the substation engineering portion of the electrical utility industry. The program provides the student with an avenue to pursue opportunities in SCADA (Supervisory Control and Data Acquisition) and Protective Relaying within the utility industry. Learning opportunities develop academic, technical, and professional knowledge 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 graduates receive a Substation Engineering Technician Certificate. This program is offered by the Electrical Utility Technology (EUT) department.

### 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.

### Program Length and Availability

3 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 17 Hours

ELUT 1102	Fund. Power Alt Current	5
ELUT 1104	Electrical Substations	5
ELUT 1213	SCADA/Digital	3
ELUT 1230	Protection Principles	4
		<b>Subtotal: 17</b>

### Graduation Plan

Semester One

ELUT 1102	Fund. Power Alt Current	5
		<b>Subtotal: 5</b>

ELUT 1102 Pre-Req: MATH 1013 or higher

Semester Two

ELUT 1104	Electrical Substations	5
ELUT 1230	Protection Principles	4
		<b>Subtotal: 9</b>

ELUT 1104 Pre-Req: ELUT 1102

ELUT 1230 Pre-Req: ELUT 1102

Semester Three

Apply for Graduation

ELUT 1213 SCADA/Digital 3

**Subtotal: 3**

*ELUT 1213 Pre-Req: ELUT 1103 and ELUT 1104*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 30**

## Emergency Management

### Emergency Management Degree Program

EM13

#### Program Description

The Emergency Management Associate of Applied Science (AAS) 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 and Availability

5 Semesters

Campus Availability: Barrow, Online

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### 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
COMM 1100	Human Communication	3

Area II – Social/Behavioral Sciences – Choose 6 Hours

PSYC 1101	Introductory Psychology	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
POLS 2401	Global Issues	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3

*PSYC 1101: \*Required*

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
HUMN 1101	Intro to Humanities	3
ENGL 2110	World Literature	3
MUSC 1101	Music Appreciation	3
ENGL 2130	American Literature	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

Program-Specific Core – Total of 42 Hours

**Subtotal: 12**

COMP 1000	Intro to Computer Literacy	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
FRSC 1141	Hazardous Materials Operator	4
EMYT 1127	Emergency Planning	3
EMYT 1129	Mass Fatalities Incident Resp	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 2222	Emergency Management Practicum	3
EMYT 2212	Developing Comm. Resources	3
EMYT 2214	Mod Emer Resp Rad Trng	3
		<b>Subtotal: 60</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

ENGL 1101	Composition & Rhetoric	3
	Area III General Education Core	3
COMP 1000	Intro to Computer Literacy	3
EMYT 1124	Principles of EMYT	3
		<b>Subtotal: 12</b>

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

*EMYT 1124:- Pre-Req: Regular Admission\**

Semester Two

	Area II General Education Core	3
SPCH 1101	Public Speaking	3
PSYC 1101	Introductory Psychology	3
EMYT 1127	Emergency Planning	3

*SPCH 1101 and PSYC 1101:- Pre-Req: Regular Admission\* for Engl/Read*

*EMYT 1127:- Pre-Req: Regular Admission\**

Semester Three

	Area IV General Education Core	3
EMYT 1125	Exercise Design & Evaluation	3
EMYT 1129	Mass Fatalities Incident Resp	3
EMYT 1138	Effective Comm. for EMYT	3

**Subtotal: 12**

*EMYT 1125, EMYT 1129 and EMYT 1138:- Pre-Req: Regular Admission\**

Semester Four

EMYT 2212	Developing Comm. Resources	3
MGMT 1100	Principles of Management	3
EMYT 1130	Infection Control	3
EMYT 1137	Facility Security	3

**Subtotal: 12**

*EMYT 2212, EMYT 1130 and EMYT 1137:- Pre-Req: Regular Admission\**

Semester Five

Apply for Graduation

FRSC 1141	Hazardous Materials Operator	4
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*FRSC 1141:- Pre-Req: Regular Admission\**

Choose One:

EMYT 2210	Haz Mat Contingency Planning	3
	Or	
EMYT 2222	Emergency Management Practicum	3

*EMYT 2210:- Pre-Req: Regular Admission\**

Required

EMYT 2214	Mod Emer Resp Rad Trng	3
MGMT 1115	Leadership	3

**Subtotal: 13**

*EMYT 2214:- Pre-Req: Regular Admission\**

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**Total Program hours: Minimum required hours for**

**this program is 60; however, FRSC 1141 (4) is the preferred class over the three hour EMYT 1126.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 61**

## 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 and Availability

4 Semesters

Campus Availability: Barrow, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

#### Program-Specific Core – Total of 42 Hours

COMP 1000	Intro to Computer Literacy	3
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
EMYT 1124	Principles of EMYT	3
EMYT 1125	Exercise Design & Evaluation	3
EMYT 1126	Hazardous Materials Awareness	3
	Or	
FRSC 1141	Hazardous Materials Operator	4
EMYT 1127	Emergency Planning	3
EMYT 1129	Mass Fatalities Incident Resp	3
EMYT 1130	Infection Control	3
EMYT 1137	Facility Security	3
EMYT 1138	Effective Comm. for EMYT	3
EMYT 2210	Haz Mat Contingency Planning	3
	Or	
EMYT 2222	Emergency Management Practicum	3
EMYT 2212	Developing Comm. Resources	3
EMYT 2214	Mod Emer Resp Rad Trng	3

**Subtotal: 50**

**Graduation Plan**

## Semester One

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
COMP 1000	Intro to Computer Literacy	3
EMYT 1124	Principles of EMYT	3

**Subtotal: 12**

*ENGL 1010 and MATH 1010:- Pre-Req: Test Scores – See Advisor*

*EMYT 1124:- Pre-Req: Regular Admission\**

## Semester Two

EMYT 1127	Emergency Planning	3
EMYT 1125	Exercise Design & Evaluation	3
EMYT 1129	Mass Fatalities Incident Resp	3
EMYT 1130	Infection Control	3

**Subtotal: 12**

*EMYT 1127, EMYT 1125, EMYT 1129 and EMYT 1130:- Pre-Req: Regular Admission\**

## Semester Three

EMYT 1138	Effective Comm. for EMYT	3
EMYT 2212	Developing Comm. Resources	3
MGMT 1100	Principles of Management	3

*EMYT 1138 and EMYT 2212:- Pre-Req: Regular Admission\**

## Choose One:

EMYT 2210	Haz Mat Contingency Planning	3
EMYT 2222	Emergency Management Practicum	3

**Subtotal: 12**

*EMYT 2210:- Pre-Req: Regular Admission\**

## Semester Four

## Apply for Graduation

FRSC 1141	Hazardous Materials Operator	4
EMYT 1137	Facility Security	3
EMYT 2214	Mod Emer Resp Rad Trng	3
MGMT 1115	Leadership	3
EMPL 1000	Interpers Relations/Prof Dev	2

**Subtotal: 15**

*FRSC 1141, EMYT 1137 and EMYT 2214:- Pre-Req: Regular Admission\**

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**Total Program Hours: Minimum required hours for this program is 60; however, FRSC 1141 (4) is the preferred class over the three hour EMYT 1126.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 51****Engineering Technology****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 (AAS) 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 and Availability**

4 Semesters

Campus Availability: Hall, Barrow

**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.

**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, COMPASS, or ASSET test scores.

**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 Workplace & Technical Comm. 3

ENGL 1102 Literature & Composition 3

SPCH 1101 Public Speaking 3

PHYS 1111 Introductory Physics I 3  
And

PHYS 1111L Introductory Physics Lab I 1

PHYS 1112 Introductory Physics II 3  
And

PHYS 1112L Introductory Physics Lab II 1

DFTG 2010 Engineering Graphics 4

CHEM 1211 Chemistry I 3  
And

CHEM 1211L Chemistry Lab I 1

Choose a Specialization – Total 22 – 25 Hours

Electrical Engineering Specialization -

ENGT 1000 Intro to Engineering Tech 3

ECET 1101 Circuit Analysis I 4

ECET 2101 Circuit Analysis II 4

ECET 1110 Digital Systems I 4

MATH 1132 Calculus II 4

Or

ECET 2110 Digital Systems II 4

ECET 2120 Electronic Circuits I 4

**Subtotal: 64**

Industrial Engineering Specialization -

ENGT 1000 Intro to Engineering Tech 3

MEGT 1010 Manufacturing Processes 3

ACCT 1100 Financial Accounting I 4

LOGI 1000 Business Logistics 3

MATH 1127 Introduction to Statistics 3

Programming Course – Choose One Course

CIST 1305 Program Design & Development 3

CIST 2361 C++ Programming I 4

CIST 2371 Java Programming 4

CIST 2341 C# Programming I 4

Occupational-Related Electives – Choose 6 Hours

IDSY 1020 Print Rdg/Problem Solving 3

IDSY 1160 Mechanical Laws/Principles 4

IDSY 1240 Maintenance for Reliability 4

**Subtotal: 65**

Mechanical Engineering Specialization -

ENGT 1000 Intro to Engineering Tech 3

MATH 1132 Calculus II 4

DFTG 2020 Visualization & Graphics 3

ENGL 2130 American Literature 3

Programming Course – Choose One Course

CIST 1305 Program Design & Development 3

CIST 2361 C++ Programming I 4

CIST 2371 Java Programming 4

CIST 2341 C# Programming I 4

Mechanical Engineering – Choose Two Courses

MEGT 1010 Manufacturing Processes 3

MEGT 2030 Statics 3

MEGT 2080 Strength of Materials 3

**Subtotal: 63**

*\*If CIST 1305 is taken as programming course, student must take a minimum of 6 hours of MEGT.*

**Graduation Plan Degree in Engineering Technology (Electrical Engineering Specialization)**

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**\*\*Program requires 63 hours; however, the credit**

hours in the specialization options vary by specializations, making the total credit hours vary between 63 and 64 credit hours, depending on the chosen specialization.

This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.

**Subtotal: 63**

**Graduation Plan - Degree in Engineering Technology (Industrial Engineering Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
MATH 1111	College Algebra	3
DFTG 2010	Engineering Graphics	4
ENGT 1000	Intro to Engineering Tech	3

**Subtotal: 13**

*ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

*Note: MATH 1111 is not in the Engineering Technology Degree Curriculum, but it or high enough test scores are required for MATH 1113*

*DFTG 2010: These courses are only offered Fall Semester each year: DFTG 2010, MATH 1131, PHYS 1111, and PHYS 1111L*

**Semester Two**

ENGL 1102	Literature & Composition	3
MATH 1113	Precalculus	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
SPCH 1101	Public Speaking	3

**Subtotal: 13**

*ENGL 1102:- Pre-Req: ENGL 1101*

*MATH 1113:- Pre-Req: MATH 1111 + Regular Admission\**

*CHEM 1211:- Pre-Req: MATH 1101 or MATH 1111, Co-Req: CHEM 1211L*

*CHEM 1211L: Co-Req: CHEM 1211*

*SPCH 1101:- Pre-Req: Regular Admission\* for Engl/Read*

**Semester Three**

ACCT 1100	Financial Accounting I	4
ENGL 1105	Workplace & Technical Comm.	3

*ACCT 1100:- Pre-Req: Regular Admission\**

*ENGL 1105:- Pre-Req: ENGL 1101*

Choose One:

World History I  
Or  
World History II

*World History I and World History II:- Pre-Req: Regular Admission\* for Engl/Read*

Required

MUSC 1101	Music Appreciation	3
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**Subtotal: 13**

*MUSC 1101:- Pre-Req: Regular Admission\* for Engl/Read*

**Semester Four**

MATH 1131	Calculus I	4
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1

**Subtotal: 8**

*MATH 1131:- Pre-Req: Regular Admission\* MATH 1113*

*PHYS 1111:- Pre-Req: ENGL 1101 + MATH 1113, Co-Req: PHYS 1111L*

*PHYS 1111L: Co-Req: PHYS 1111*

*MATH 1131, PHYS 1111 and PHYS 1111L: These courses are only offered Fall Semester each year: DFTG 2010, MATH 1131, PHYS 1111, and PHYS 1111L*

**Semester Five**

MEGT 1010	Manufacturing Processes	3
LOGI 1000	Business Logistics	3
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	1

**Subtotal: 10**

*MEGT 1010:- Pre-Req: Regular Admission\*, Co-Req: ENGT 1000*

*PHYS 1112:- Pre-Req: ENGL 1101 + MATH 1113, Co-Req: PHYS 1112L*

*PHYS 1112 and PHYS 1112L: These courses are only offered Spring Semester each year: PHYS 1112, and PHYS 1112L*

*PHYS 1112L:- Co-Req: PHYS 1112*

**Semester Six**

Apply for Graduation

MATH 1127	Introduction to Statistics Programming Course	3 3
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*MATH 1127:- Pre-Req: Regular Admission*

Choose Two:

IDSY 1020	Print Rdg/Problem Solving Or	3
IDSY 1160	Mechanical Laws/Principles Or	4
IDSY 1240	Maintenance for Reliability	4
<b>Subtotal: 12</b>		

*IDSY 1020:- Pre-Req: Regular Admission*

*IDSY 1240:- Pre-Req: IDSY 1170*

\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.

MATH 1111 is not in the Engineering Technology Degree Curriculum, but it or high enough test scores are required for MATH 1113

These courses are offered only in Fall Semester each year: DFTY 2010, MATH 1131, PHYS 1111, and PHYS 1111L

These courses are offered only in Spring Semester each year: PHYS 1112 and PHYS 1112L

**\*\*Program requires 63 hours; however, the credit hours in the specialization options vary by specializations, making this specialization total 65 credit hours, and MATH 1111 adds an additional 3 credit hours.**

This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.

**Subtotal: 68**

**Graduation Plan Degree in Engineering Technology (Electrical Engineering Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

ENGL 1101	Composition & Rhetoric	3
MATH 1111	College Algebra	3
DFTG 2010	Engineering Graphics	4
ENGT 1000	Intro to Engineering Tech	3
<b>Subtotal: 13</b>		

*ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

*Note: MATH 1111 is not in the Engineering Technology Degree Curriculum, but it or high enough test scores are required for MATH 1113*

*DFTG 2010: These courses are only offered Fall Semester each year: DFTG 2010, MATH 1131, PHYS 1111, and PHYS 1111L*

Semester Two

ENGL 1102	Literature & Composition	3
MATH 1113	Precalculus	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
ECET 1101	Circuit Analysis I	4

**Subtotal: 14**

*ENGL 1102:- Pre-Req: ENGL 1101*

*MATH 1113:- Pre-Req: MATH 1111 + Regular Admission\**

*CHEM 1211:- Pre-Req: MATH 1101 or MATH 1111, Co-Req: CHEM 1211L*

*CHEM 1211L: Co-Req: CHEM 1211*

*ECET 1101: MATH 1111*

Semester Three

SPCH 1101	Public Speaking	3
ENGL 1105	Workplace & Technical Comm.	3

*SPCH 1101: Pre-Req: Regular Admission\* for Engl/Read*

*ENGL 1105: ENGL 1101*

Choose One:

- World History I
- Or
- World History II

*World History I and World History II:- Pre-Req: Regular Admission\* for Engl/Read*

Required

MUSC 1101	Music Appreciation	3
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**Subtotal: 12**

*MUSC 1101:- Pre-Req: Regular Admission\* for Engl/Read*

Semester Four

MATH 1131	Calculus I	4
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
ECET 2101	Circuit Analysis II	4

**Subtotal: 12**

*MATH 1131: Pre-Req: Regular Admission\* + MATH 1113  
MATH 1131, PHYS 1111 and PHYS 1111L: These courses are only offered Fall Semester each year: DFTG 2010, MATH 1131, PHYS 1111, and PHYS 1111L*

*PHYS 1111 and PHYS 1111L: Pre-Req: ENGL 1101 + MATH 1113, Co-Req: PHYS 1111L*

*ECET 2101: ECET 1101 + MATH 1111*

## Semester Five

MATH 1132	Calculus II	4
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	1

**Subtotal: 8***MATH 1132:- Pre-Req: MATH 1131 +Regular Admission\***MATH 1132, PHYS 1112 and PHYS 1112L: These courses are only offered Spring Semester each year: MATH 1132, PHYS 1112, and PHYS 1112L**PHYS 1112:- Pre-Req: ENGL 1101 + MATH 1113, Co-Req: PHYS 1112L**PHYS 1112L:- Co-Req: PHYS 1112*

## Semester Six

## Apply for Graduation

ECET 1110	Digital Systems I	4
ECET 2120	Electronic Circuits I	4

**Subtotal: 8**

ECET 1110: ENGT 1000 + PHYS 1111+Lab + PHYS 1112+Lab

ECET 2120: ECET 1101 + PHYS 1111+Lab + PHYS 1112+Lab

\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.

MATH 1111 is not in the Engineering Technology Degree Curriculum, but it or high enough test scores are required for MATH 1113

These courses are offered only in Fall Semester each year: DFTY 2010, MATH 1131, PHYS 1111, and PHYS 1111L

These courses are offered only in Spring Semester each year: MATH 1132, PHYS 1112, and PHYS 1112L

**\*\*Program requires 63 hours; however, the credit hours in the specialization options vary by specializations, making this specialization total 64 credit hours, and MATH 1111 adds an additional 3 credit hours.**

This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.

**Subtotal: 67****Graduation Plan Degree in Engineering Technology (Mechanical Engineering Specialization)**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

## Semester One

ENGL 1101	Composition & Rhetoric	3
MATH 1111	College Algebra	3
DFTG 2010	Engineering Graphics	4
ENGT 1000	Intro to Engineering Tech	3

**Subtotal: 13***ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

*Note: MATH 1111 is not in the Engineering Technology Degree Curriculum, but it or high enough test scores are required for MATH 1113*

*DFTG 2010: These courses are only offered Fall Semester each year: DFTG 2010, MATH 1131, PHYS 1111, and PHYS 1111L*

## Semester Two

ENGL 1102	Literature & Composition	3
MATH 1113	Precalculus	3
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
DFTG 2020	Visualization & Graphics	3

**Subtotal: 13***ENGL 1102:- Pre-Req: ENGL 1101**MATH 1113:- Pre-Req: MATH 1111 + Regular Admission\***CHEM 1211:- Pre-Req: MATH 1101 or MATH 1111, Co-Req: CHEM 1211L**CHEM 1211L: Co-Req: CHEM 1211*

## Semester Three

SPCH 1101	Public Speaking	3
ENGL 1105	Workplace & Technical Comm.	3

*SPCH 1101:- Pre-Req: Regular Admission\* for Engl/Read*

## Choose One:

World History I  
Or  
World History II

*World History I and World History II:- Pre-Req: Regular Admission\* for Engl/Read*

## Required

MUSC 1101	Music Appreciation	3
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**Subtotal: 12**

*MUSC 1101:- Pre-Req: Regular Admission\* for Engl/Read*

Semester Four			
MATH 1131	Calculus I		4
PHYS 1111	Introductory Physics I		3
PHYS 1111L	Introductory Physics Lab I		1
	Programming Course		3
			<b>Subtotal: 11</b>

*MATH 1131:- Pre-Req: Regular Admission\* + MATH 1113*

*MATH 1131, PHYS 1111 and PHYS 1111L: These courses are only offered Fall Semester each year: DFTG 2010, MATH 1131, PHYS 1111, and PHYS 1111L*

*PHYS 1111 and PHYS 1111L: Pre-Req: ENGL 1101 + MATH 1113, Co-Req: PHYS 1111L*

Semester Five			
MATH 1132	Calculus II		4
PHYS 1112	Introductory Physics II		3
PHYS 1112L	Introductory Physics Lab II		1
			<b>Subtotal: 8</b>

*MATH 1132:- Pre-Req: MATH 1131 +Regular Admission\**

*MATH 1132, PHYS 1112 and PHYS 1112L: These courses are only offered Spring Semester each year: MATH 1132, PHYS 1112, and PHYS 1112L*

*PHYS 1112:- Pre-Req: ENGL 1101 + MATH 1112 or MATH 1113, Co-Req: PHYS 1112L*

*PHYS 1112L:- Co-Req: PHYS 1112*

Semester Six

Apply for Graduation

ENGL 2130	American Literature		3
LOGI 1000	Business Logistics		3
			<b>Subtotal: 6</b>

*ENGL 2130:- Pre-Req: ENGL 1101*

Choose Two:

MEGT 1010	Manufacturing Processes		3
MEGT 2030	Statics		3
MEGT 2080	Strength of Materials		3
			<b>Subtotal: 6-7</b>

*World History I and World History II:- Pre-Req: Regular Admission\* for Engl/Read*

\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.

MATH 1111 is not in the Engineering Technology Degree

Curriculum, but it or high enough test scores are required for MATH 1113

These courses are offered only in Fall Semester each year: DFTY 2010, MATH 1131, PHYS 1111, and PHYS 1111L

These courses are offered only in Spring Semester each year: MATH 1132, PHYS 1112, and PHYS 1112L

**\*\*Program requires 63 hours; however, MATH 1111 adds an additional 3 credit hours.**

This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.

**Subtotal: 66**

## Engineering Technology Basics Certificate Program

EBT1

### Program Description

The Engineering Technology Basics certificate program provides training in core engineering techniques. These techniques include drafting and design, complex mathematical calculations, and force evaluation. Topics also include engineering project write-ups, presentation, evaluation, and safety.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length and Availability

2 Semesters

Campus Availability: Hall, Barrow

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Program-Specific Core – Total of 16 Hours

ENGL 1101	Composition & Rhetoric	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
ENGT 1000	Intro to Engineering Tech	3

DFTG 2010	Engineering Graphics	4
	Or	
DFTG 1101	CAD Fundamentals	4

#### Elective Cluster – Total of 4 Hours Choose one pair

BIOL 1111	Biology I	3
	And	
BIOL 1111L	Biology Lab I	1

CHEM 1211	Chemistry I	3
	And	
CHEM 1211L	Chemistry Lab I	1

CHEM 1151	Survey of Inorganic Chemistry	3
	And	
CHEM 1151L	Survey of Inorganic Chem Lab	1

CHEM 1151L	Survey of Inorganic Chem Lab	1
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ECET 1101	Circuit Analysis I	4
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ECET 1102	Circuit Analysis I	3
	And	

ECET 1102L	Circuit Analysis 1 Lab	1
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PHYS 1111	Introductory Physics I	3
	And	

PHYS 1111L	Introductory Physics Lab I	1
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*ECET 1101: \*Not paired*

#### Elective Cluster - Total of 4 Hours

BIOL 1111	Biology I	3
	And	

BIOL 1111L	Biology Lab I	1
	Or	

CHEM 1211	Chemistry I	3
	And	

CHEM 1211L	Chemistry Lab I	1
	Or	

CHEM 1151	Survey of Inorganic	3
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	Chemistry	
	And	
CHEM 1151	Survey of Inorganic Chemistry	3
	Or	

ECET 1101	Circuit Analysis I	4
	Or	

ECET 1102	Circuit Analysis I	3
	And	

ECET 1102L	Circuit Analysis 1 Lab	1
	Or	

PHYS 1111	Introductory Physics I	3
	And	

PHYS 1111L	Introductory Physics Lab I	1
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**Subtotal: 4**

#### Elective Cluster – Total of 4 Hours Choose one pair

BIOL 1111	Biology I	3
	And	

BIOL 1111L	Biology Lab I	1
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CHEM 1211	Chemistry I	3
	And	

CHEM 1211L	Chemistry Lab I	1
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CHEM 1151	Survey of Inorganic Chemistry	3
	And	

CHEM 1151L	Survey of Inorganic Chem Lab	1
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CHEM 1151L	Survey of Inorganic Chem Lab	1
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ECET 1101	Circuit Analysis I	4
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ECET 1102	Circuit Analysis I	3
	And	

ECET 1102L	Circuit Analysis 1 Lab	1
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PHYS 1111	Introductory Physics I	3
	And	

PHYS 1111L	Introductory Physics Lab I	1
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*ECET 1101: \*Not paired*

**Subtotal: 20**

### Graduation Plan

#### Semester One

ENGL 1101	Composition & Rhetoric	3
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MATH 1111	College Algebra	3
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ENGT 1000	Intro to Engineering Tech	3
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**Subtotal: 9**

*ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

Semester Two

Apply for Graduation

MATH 1113	Precalculus	3
DFTG 2010	Engineering Graphics	4
ECET 1101	Circuit Analysis I	4

**Subtotal: 11**

*MATH 1113:- Pre-Req: MATH 1111 + Regular Admission*

*ECET 1101:- Co-Req: MATH 1111*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term**

**Subtotal: 20**

### Engineering Technology Fundamentals Certificate Program

EF11

#### Program Description

The intent of the Engineering Fundamentals technical certificate of credit is to expose students to Engineering Technology and Civil Engineering Technology. Provides training in core engineering techniques. These techniques include drafting and design, and complex mathematical calculations. Topics also include engineering project write-ups, presentation, evaluation, and safety.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length and Availability

2 Semesters

Campus Availability: Hall, Barrow

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

##### Program-Specific Core – Total of 9 Hours

ENGT 1000	Intro to Engineering Tech	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

##### Occupational-Related Elective – Total of 4 Hours

DFTG 1101	CAD Fundamentals	4
DFTG 1105	3D Mechanical Drawing	4
DFTG 2010	Engineering Graphics	4

PHYS 1111	Introductory Physics I	3
	And	

PHYS 1111L	Introductory Physics Lab I	1
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**Subtotal: 13**

#### Graduation Plan

##### Semester One

MATH 1111	College Algebra	3
ENGT 1000	Intro to Engineering Tech	3

**Subtotal: 6**

*MATH 1111:- Pre-Req: Test Scores – See Advisor*

##### Semester Two

##### Apply for Graduation

MATH 1113	Precalculus	3
DFTG 2010	Engineering Graphics	4

**Subtotal: 7**

*MATH 1113:- Pre-Req: MATH 1111 + Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**

## Esthetician

### Esthetician Certificate Program

CE11

#### 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.

**Subtotal: 33**

### 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 and Availability

3 Semesters

Campus Availability: Hall, Lanier College and Career Academy

### 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.

### 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, COMPASS, or ASSET test scores.

### 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

### Graduation Plan Certificate in Esthetician (Daytime Students)

#### Semester One

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

**Subtotal: 15**

*ESTH 1000:- Pre-Req: Regular Admission\**

*ESTH 1010:- Co-Req: ESTH 1000*

*ESTH 1020:- Co-Req: ESTH 1010*

*ESTH 1030:- Co-Req: ESTH 1020*

#### Semester Two

ESTH 1040	Advanced Skin Care	3
ESTH 1050	Color Theory & Makeup	4
ESTH 1060	Esthetics Practicum I	4

**Subtotal: 11**

*ESTH 1040:- Co-Req: ESTH 1030*

*ESTH 1050:- Co-Req: ESTH 1020 + ESTH 1030 + ESTH 1040*

*ESTH 1060:- Pre-Req: ESTH 1000 + ESTH 1010 + ESTH 1020 + ESTH 1030, Co-Req: ESTH 1040 + ESTH 1050*

#### Semester Three

Apply for Graduation

ESTH 1070	Esthetics Practicum II	4
COSM 1120	Salon Management	3

**Subtotal: 7**

*ESTH 1070:- Co-Req: ESTH 1060*

*COSM 1120:- Co-Req for Esthetician Program: ESTH 1050) OR (Pre-Req for Cosmetology Program: COSM 1000*

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 33**

### Graduation Plan Certificate in Esthetician (Evening



**Students)**

Semester One

ESTH 1000	Introduction to Esthetics	3
ESTH 1010	A & P of the Skin	3
ESTH 1020	Skin Care Procedures	4
		<b>Subtotal: 10</b>

*ESTH 1000:- Pre-Req: Regular Admission\**

*ESTH 1010:- Co-Req: ESTH 1000*

*ESTH 1020:- Co-Req: ESTH 1010*

Semester Two

ESTH 1030	Elect/Facial Treatment/Machine	5
ESTH 1040	Advanced Skin Care	3
ESTH 1050	Color Theory & Makeup	4
		<b>Subtotal: 12</b>

*ESTH 1030: Co-Req: ESTH 1020*

*ESTH 1040:- Co-Req: ESTH 1030*

*ESTH 1050:- Co-Req: ESTH 1020 + ESTH 1030 + ESTH 1040*

Semester Three

ESTH 1060	Esthetics Practicum I	4
		<b>Subtotal: 4</b>

*ESTH 1060:- Pre-Req: ESTH 1000 + ESTH 1010 + ESTH 1020 + ESTH 1030, Co-Req: ESTH 1040 + ESTH 1050*

Semester Four

Apply for Graduation

ESTH 1070	Esthetics Practicum II	4
COSM 1120	Salon Management	3
		<b>Subtotal: 7</b>

*ESTH 1070:- Co-Req: ESTH 1060*

*COSM 1120:- Co-Req for Esthetician Program: ESTH 1050) OR (Pre-Req for Cosmetology Program: COSM 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 33**

## Fire Science Technology

### Fire Science Technology Degree Program

FS13

## Program Description

The Fire Science Technology Associate of Applied Science (AAS) 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 and Availability

6 Semesters

Campus Availability: Hall, Online

## 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.

## 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, COMPASS, or ASSET test scores.

## Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3

Hours			ENGL 2130	American Literature	3
ENGL 1101	Composition & Rhetoric	3	HIST 1111	World History I	3
<b>Area II – Social/Behavioral Sciences – Choose 3 Hours</b>					
ECON 1101	Principles of Economics	3	HIST 1112	World History II	3
ECON 2105	Macroeconomics	3	HIST 2111	U.S. History I	3
ECON 2106	Microeconomics	3	HIST 2112	U.S. History II	3
HIST 1111	World History I	3	HUMN 1101	Intro to Humanities	3
HIST 1112	World History II	3	MATH 1101	Mathematical Modeling	3
HIST 2111	U.S. History I	3	MATH 1103	Quantitative Skills/Reasoning	3
HIST 2112	U.S. History II	3	MATH 1111	College Algebra	3
POLS 1101	American Government	3	MATH 1113	Precalculus	3
POLS 2401	Global Issues	3	MATH 1127	Introduction to Statistics	3
PSYC 1101	Introductory Psychology	3	MATH 1131	Calculus I	4
SOCI 1101	Introduction to Sociology	3	MUSC 1101	Music Appreciation	3
SOCI 2600	Intro to Social Problems	3			
<b>Area III – Natural Sciences/Mathematics – Choose 3 Hours</b>					
MATH 1101	Mathematical Modeling	3	PHYS 1110	Conceptual Physics And	3
MATH 1103	Quantitative Skills/Reasoning	3	PHYS 1110L	Conceptual Physics Lab I	1
MATH 1111	College Algebra	3			
<b>Area IV – Humanities/Fine Arts – Choose 3 Hours</b>					
ARTS 1101	Art Appreciation	3	POLS 1101	American Government	3
HUMN 1101	Intro to Humanities	3	POLS 2401	Global Issues	3
ENGL 2110	World Literature	3	PSYC 1101	Introductory Psychology	3
MUSC 1101	Music Appreciation	3	PSYC 2103	Human Development	3
ENGL 2130	American Literature	3	RELG 1101	World Religions	3
RELG 1101	World Religions	3	SOCI 1101	Introduction to Sociology	3
THEA 1101	Theater Appreciation	3	SOCI 2600	Intro to Social Problems	3
<b>General Education Core Elective – Choose 3 Hours</b>					
ARTS 1101	Art Appreciation	3	SPAN 1101	Intro to Spanish Lang/Culture	3
			SPCH 1101	Public Speaking	3
BIOL 1111	Biology I And	3	THEA 1101	Theater Appreciation	3
BIOL 1111L	Biology Lab I	1	<b>Program-Specific Core – Total of 47 Hours</b>		
BIOL 2113	Anatomy & Physiology I And	3	COMP	Intro to Computer Literacy 1000	3
BIOL 2113L	Anatomy & Physiology I Lab	1	FRSC 1100	Intro to Fire Science	3
BIOL 2114	Anatomy & Physiology II And	3	FRSC 1110	Fire Admin/Supervise/Ldrship	3
BIOL 2114L	Anatomy & Physiology II Lab	1	FRSC 1121	Firefighting Strategy/Tactics Or	3
COMM 1100	Human Communication	3	FRSC 1115	Fire Behavior & Combustion	3
ECON 1101	Principles of Economics	3	FRSC 1132	Fire Service Instructor	4
ECON 2105	Macroeconomics	3	FRSC 1141	Hazardous Materials Operator	4
ECON 2106	Microeconomics	3	FRSC 1151	Fire Prevention/Inspection	4
ENGL 1102	Literature & Composition	3	FRSC 1161	Fire Serv Safety/Loss Control	3
ENGL 2110	World Literature	3	FRSC 2100	Fire Admin Management	3
			FRSC 2110	Fire Service Hydraulics	3
			FRSC 2120	Fire Protection Systems	3
			FRSC 2130	Fire Serv Bldg Construction	3
			FRSC 2141	Incident Command	4
			FRSC 2170	Fire/Arson Investigation	4
					<b>Subtotal: 62</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One		
FRSC 1100	Intro to Fire Science	3
Choose One:		
FRSC 1121	Firefighting Strategy/Tactics	3
	Or	
FRSC 1115	Fire Behavior & Combustion	3
Required		
COMP 1000	Intro to Computer Literacy	3
ENGL 1101	Composition & Rhetoric	3
		<b>Subtotal: 12</b>

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

Semester Two		
	Area II General Education Core	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2130	Fire Serv Bldg Construction	3
		<b>Subtotal: 9</b>

Semester Three		
	Area III General Education Core	3
FRSC 1110	Fire Admin/Supervise/Ldrship	3
FRSC 1132	Fire Service Instructor	4
		<b>Subtotal: 10</b>

Semester Four		
	Area IV General Education Core	3
FRSC 2141	Incident Command	4
FRSC 2120	Fire Protection Systems	3
		<b>Subtotal: 10</b>

Semester Five		
FRSC 1151	Fire Prevention/Inspection	4
FRSC 1161	Fire Serv Safety/Loss Control	3
FRSC 1141	Hazardous Materials Operator	4
		<b>Subtotal: 11</b>

*FRSC 1141:- Pre-Req: Regular Admission\**

Semester Six		
Apply for Graduation		
	General Education Core Electives	3
FRSC 2100	Fire Admin Management	3
FRSC 2170	Fire/Arson Investigation	4
		<b>Subtotal: 10</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 62**

**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 and Availability**

4 Semesters

Campus Availability: Hall, Online

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3

EMPL 1000	Interpers Relations/Prof Dev Or	2
PSYC 1010	Basic Psychology	3

Program-Specific Core – Total of 47 Hours

COMP 1000	Intro to Computer Literacy	3
FRSC 1100	Intro to Fire Science	3
FRSC 1110	Fire Admin/Supervise/Ldrship	3
FRSC 1121	Firefighting Strategy/Tactics Or	3
FRSC 1115	Fire Behavior & Combustion	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operator	4
FRSC 1151	Fire Prevention/Inspection	4
FRSC 1161	Fire Serv Safety/Loss Control	3
FRSC 2100	Fire Admin Management	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2120	Fire Protection Systems	3
FRSC 2130	Fire Serv Bldg Construction	3
FRSC 2141	Incident Command	4
FRSC 2170	Fire/Arson Investigation	4

**Subtotal: 55**

**Graduation Plan**

Semester One		
FRSC 1100	Intro to Fire Science	3

Choose One:		
FRSC 1121	Firefighting Strategy/Tactics Or	3
FRSC 1115	Fire Behavior & Combustion	3

Required		
COMP 1000	Intro to Computer Literacy	3
<b>Subtotal: 9</b>		

Semester Two		
ENGL 1010	Fundamentals of English I	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2130	Fire Serv Bldg Construction	3
<b>Subtotal: 9</b>		

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

Semester Three

MATH 1012	Foundations of Mathematics	3
FRSC 1110	Fire Admin/Supervise/Ldrship	3
FRSC 1132	Fire Service Instructor	4

**Subtotal: 10**

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

Semester Four

FRSC 2141	Incident Command	4
FRSC 2120	Fire Protection Systems	3

Choose One:

PSYC 1010	Basic Psychology Or	3
EMPL 1000	Interpers Relations/Prof Dev	2

**Subtotal: 9**

Semester Five

FRSC 1151	Fire Prevention/Inspection	4
FRSC 1161	Fire Serv Safety/Loss Control	3
FRSC 1141	Hazardous Materials Operator	4

**Subtotal: 11**

*FRSC 1141:- Pre-Req: Regular Admission\**

Semester Six

Apply for Graduation

FRSC 2100	Fire Admin Management	3
FRSC 2170	Fire/Arson Investigation	4

**Subtotal: 7**

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 55**

**Firefighter/EMSP Diploma Program**

FI12

**Program Description**

The Firefighter/Emergency Medical Services Professional diploma program is designed to prepare students for entry level employment in the public safety areas of fire service

and emergency medical services. Upon completion of the Firefighter/Emergency Medical Services Professional diploma, students may be eligible for certification and/or licensure in the following areas: Firefighter I, Hazardous Materials-Awareness, Hazardous Materials-Operations, EMT, and AEMT. Note: Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

**Program Specific Information**

Students are accepted into Fire Science Occupational courses Spring and Fall Semesters based on space and course availability. Students admitted to this diploma will complete the Fire Science courses prior to entering the Paramedicine courses.

**Physical Fitness and 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 and Availability**

6 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**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	Intro to Computer Literacy	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 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

**Subtotal: 53**

**Graduation Plan**

Semester One

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

**Subtotal: 15**

*FRSC 1020:- Co-Req: FRSC 1030 + FRSC 1040 + FRSC 1141*

*FRSC 1030:- Co-Req: FRSC 1020 + FRSC 1040 + FRSC 1141*

*FRSC 1040:- Co-Req: FRSC 1020 + FRSC 1030 + FRSC 1141*

*FRSC 1141:- Pre-Req: Regular Admission\**

Semester Two

EMSP 1110	Intro EMT Profession	3
EMSP 1120	EMT Assessment/Airway Mgmt	3

EMSP 1150	Shock/Trauma for EMT	3
MATH 1012	Foundations of Mathematics	3
COMP 1000	Intro to Computer Literacy	3
		<b>Subtotal: 15</b>

*EMSP 1110, EMSP 1120 and EMSP 1150:- Pre-Req: Regular Admission\**

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

**Semester Three**

EMSP 1130	Medical Emergencies/EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1160	Clinical/Practical Apps/EMT	1
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
		<b>Subtotal: 13</b>

*EMSP 1130, EMSP 1140 and EMSP 1160:- Pre-Req: Regular Admission\**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Semester Four**

**Apply for Graduation**

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
		<b>Subtotal: 10</b>

*EMSP 1510, EMSP 1520, EMSP 1530 and EMSP 1540:- Pre-Req: Regular Admission\**

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 53**

## Basic Fire Company Officer Certificate Program

BF11

### 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 and Availability

2 Semesters

Campus Availability: Hall, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 13 Hours

FRSC 1121	Firefighting Strategy/Tactics	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2130	Fire Serv Bldg Construction	3
FRSC 2141	Incident Command	4

**Subtotal: 13**

### Graduation Plan

Semester One

FRSC 1121	Firefighting Strategy/Tactics	3
FRSC 2110	Fire Service Hydraulics	3

**Subtotal: 6**

Semester Two

Apply for Graduation			
FRSC 2130	Fire Serv Bldg Construction		3
FRSC 2141	Incident Command		4
<b>Subtotal:</b>			<b>7</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**

## Firefighter I Certificate Program

FF11

### Program Description

The Firefighter I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the state level. Program graduates receive a Firefighter I Technical Certificate of Credit.

### Program Specific Information

Students are accepted Spring and Fall Semesters based on course and space availability.

Students must be 18 years old to sit for ProBoard testing. Tests must be taken within one year of program completion.

### Physical Fitness and 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 and Availability

1 Semester

Campus Availability: Hall, Barrow

### 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.

### 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, COMPASS, or ASSET test scores.

### 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

**Subtotal: 15**

### Graduation Plan

Semester One

Apply for Graduation			
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

**Subtotal: 15**

*FRSC 1020:- Co-Req: FRSC 1030 + FRSC 1040 + FRSC 1141*

*FRSC 1030:- Co-Req: FRSC 1020 + FRSC 1040 + FRSC 1141*

*FRSC 1040:- Co-Req: FRSC 1020 + FRSC 1030 + FRSC 1141*

*FRSC 1141:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

## Firefighter II Certificate Program

FF21

### Program Description

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

### Program Specific Information

Students are accepted Fall Semester based on course and space availability.

Students must be 18 years old to sit for ProBoard testing. Tests must be taken within one year of program completion.

### Additional Requirements

Students must have successfully completed the Firefighter I technical certificate of credit or hold a National Firefighter I certification.

### Physical Fitness and 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 and Availability

2 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 13 Hours		
FRSC 1050	Fire & Life Safety Educator I	3
FRSC 1060	Fire Prev/Preparedness/Maint	3
FRSC 1070	Intro to Technical Rescue	4
FRSC 1080	Fireground Operations	3
		<b>Subtotal: 13</b>

### Graduation Plan

Semester One

Apply for Graduation		
FRSC 1050	Fire & Life Safety Educator I	3
FRSC 1060	Fire Prev/Preparedness/Maint	3
FRSC 1070	Intro to Technical Rescue	4
FRSC 1080	Fireground Operations	3
		<b>Subtotal: 13</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**



## Fire Officer I Certificate Program

FF31

### 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 and Availability

1 Semester

Campus Availability: Hall, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 14 Hours

FRSC 1110	Fire Admin/Supervise/Ldrship	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operator	4
FRSC 2120	Fire Protection Systems	3

**Subtotal: 14**

### Graduation Plan

Semester One

Apply for Graduation

FRSC 1110	Fire Admin/Supervise/Ldrship	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operator	4
FRSC 2120	Fire Protection Systems	3

**Subtotal: 14**

*FRSC 1141:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 14**

## Fire Officer II Certificate Program

FF51

### 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 and Availability**

1 Semester

Campus Availability: Hall, Online

**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.

**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, COMPASS, or ASSET test scores.

**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
<b>Subtotal:</b>			<b>14</b>

**Graduation Plan**

Semester One

Apply for Graduation

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
<b>Subtotal:</b>		<b>14</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 14**

**Health Information Management Technology**

**Health Information Management Technology Degree Program**

HI13

**Program Description**

The Health Information Technology Associate of Applied Science (AAS) Degree program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure, and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment, and research. Program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Additional Requirements**

Students must complete all courses with a minimum grade of 2.0.

**Program Length and Availability**

6 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3

*MATH 1127: \*\*Required*

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
HUMN 1101	Intro to Humanities	3
ENGL 2110	World Literature	3
MUSC 1101	Music Appreciation	3
ENGL 2130	American Literature	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

Program-Specific Core – Total of 51 Hours

BIOL 2113	Anatomy & Physiology I And	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II And	3
BIOL 2114L	Anatomy & Physiology II Lab	1
HIMT 1100	Intro to Health Info Tech	3
HIMT 1350	Pharmacotherapy	2
HIMT 1250	Health Recrd 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 and Classification- CPT/HCPCS	3
HIMT 2410	Revenue Cycle Management	3
HIMT 2460	Health Info Tech Practicum	3
ALHS 1090	Medical Terminology for ALHS	2

**Graduation requirement includes completion of a total of 66 hours in the above areas**

**Subtotal: 66**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

ENGL 1101	Composition & Rhetoric	3
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	Area II General Education Core	3
ALHS 1090	Medical Terminology for ALHS	2
	Area III General Education Core	3

**Subtotal: 11**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

	Area IV General Education Core	3
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1
HIMT 1100	Intro to Health Info Tech	3
MATH 1127	Introduction to Statistics	3

**Subtotal: 13**

*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req: ENGL 1101 + BIOL 2113L*

*BIOL 2113L:- Co-Req: BIOL 2113*

*MATH 1127:- Pre-Req: MATH 1111 or MATH 1101*

**Semester Three**

BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
HIMT 1150	Computer Apps in Healthcare	3
HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1250	Health Recrd Content/Structure	2

**Subtotal: 12**

*BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L*

*BIOL 2114L:- Co-Req: BIOL 2114*

**Semester Four**

HIMT 1350	Pharmacotherapy	2
HIMT 1400	Coding & Classification	4
MAST 1120	Human Diseases	3
HIMT 2200	Performance Improvement	3

**Subtotal: 12**

*HIMT 1350:- Pre-Req: ALHS 1090*

*HIMT 1400:- Pre-Req: BIOL 2114 or both ALHS 1090+1011, Co-Req: MAST 1120*

*MAST 1120:- Pre-Req: ALHS 1090 + ALHS 1011 or BIOL 2113+Lab and BIOL 2114+Lab*

**Semester Five**

HIMT 2300	Healthcare Management	3
HIMT	Coding/Classification/ICD Adv	3

1410	HIMT Healthcare Statistics	3
2150	HIMT Revenue Cycle Management	3
2410		

**Subtotal: 9**

*HIMT 1410 and HIMT 2410:- Pre-Req: HIMT 1400*

*HIMT 2150:- Pre-Req: MATH 1111, Co-Req: HIMT 2200*

**Semester Six**

Apply for Graduation

HIMT 2400	Coding and Classification-CPT/HCPCS	3
HIMT 2460	Health Info Tech Practicum	3

**Subtotal: 6**

*HIMT 2400:- Pre-Req: HIMT 1400*

*HIMT 2460:- Pre-Req: HIMT 1200 + HIMT 1250, Co-Req: HIMT 2400*

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 66**

**Program Accreditation**

The Health Information Management Technology (HIMT) associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon graduation, students will be eligible to sit for the national certification examination for the Registered Health Information Technician (RHIT), the credential issued by the American Health Information Management Association (AHIMA) affiliated with the academic achievement of an associate degree.

**Health Information Management Coding Diploma Program**

HI12

**Program Description**

The Health Information Management Coding Diploma prepares students to be medical coders and billers to

classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length and Availability**

4 Semesters

Campus Availability: Hall, Online

**Financial Aid**

This program is eligible for PELL grant and may be eligible for Institutional and State Financial Aid.

Contact a Financial Aid Counselor for eligibility requirements and application materials.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours			
ENGL 1010	Fundamentals of English I		3
EMPL 1000	Interpers Relations/Prof Dev		2
	Or		
PSYC 1010	Basic Psychology		3
MATH 1012	Foundations of Mathematics		3
Program-Specific Core – Total of 40 Hours			
ALHS 1090	Medical Terminology for ALHS		2
ALHS 1011	Structure/Function- Human Body		5
MAST 1120	Human Diseases		3

HIMT 1100	Intro to Health Info Tech		3
HIMT 1150	Computer Apps in Healthcare		3
HIMT 1200	Legal Aspects of Healthcare		3
HIMT 1250	Health Recrd Content/Structure		2
HIMT 1350	Pharmacotherapy		2
HIMT 1400	Coding & Classification		4
HIMT 1410	Coding/Classification/ICD Adv		3
HIMT 2400	Coding and Classification- CPT/HCPCS		3
HIMT 2410	Revenue Cycle Management		3
HIMT 2500	Certification Seminar		4

**Graduation requirement includes completion of a total of 48 hours in the above areas**

**Subtotal: 48**

**Graduation Plan**

Semester One			
ENGL 1010	Fundamentals of English I		3
<i>ENGL 1010:- Pre-Req: Test Scores – See Advisor</i>			
Choose One:			
PSYC 1010	Basic Psychology		3
	Or		
EMPL 1000	Interpers Relations/Prof Dev		2
Required			
ALHS 1090	Medical Terminology for ALHS		2
Choose One:			
MATH 1012	Foundations of Mathematics		3
	Or		
MATH 1013	Algebraic Concepts		3

**Subtotal: 10**

*MATH 1012 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

Semester Two			
ALHS 1011	Structure/Function- Human Body		5
HIMT 1100	Intro to Health Info Tech		3
HIMT 1150	Computer Apps in Healthcare		3
HIMT 1200	Legal Aspects of Healthcare		3

**Subtotal: 14**

*ALHS 1011:- Pre-Req: Regular Admission\**

**Semester Three**

HIMT 1250	Health Recrd Content/Structure	2
HIMT 1350	Pharmacotherapy	2
HIMT 1400	Coding & Classification	4
MAST 1120	Human Diseases	3

**Subtotal: 11**

*HIMT 1350:- Pre-Req: ALHS 1090*

*HIMT 1400:- Pre-Req: BIOL 2114 or both ALHS 1090+1011, Co-Req: MAST 1120*

*MAST 1120:- Pre-Req: ALHS 1090 + ALHS 1011 or BIOL 2113+Lab and BIOL 2114+Lab*

**Semester Four**

Apply for Graduation

HIMT 1410	Coding/Classification/ICD Adv	3
HIMT 2410	Revenue Cycle Management	3
HIMT 2400	Coding and Classification- CPT/HCPCS	3
HIMT 2500	Certification Seminar	4

**Subtotal: 13**

*HIMT 1410, HIMT 2410 and HIMT 2400:- Pre-Req: HIMT 1400*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 48**

## Health Information Technology Specialist Certificate Program

HI51

### Program Description

The Health Information Technology Specialist certificate is a sequence of courses designed to introduce the student to the career of health informatics. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes introductory courses to health record

documentation, legal, and ethical aspects of health information, the electronic health record, and the health information exchange. This certificate program offers training in medical terminology, basic computing, legal aspects, computer applications, and health record documentation as all of these parameters pertain to protected health content.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length and Availability

2 Semesters

Campus Availability: Hall, Online

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 13 Hours

ALHS 1090	Medical Terminology for ALHS	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 Recrd Content/Structure	2

**Graduation requirement includes completion of a total of 13 hours in the above areas**

**Subtotal: 13**

**Graduation Plan**

Semester One		
ALHS 1090	Medical Terminology for ALHS	2
HIMT 1100	Intro to Health Info Tech	3
		<b>Subtotal: 5</b>
Semester Two		
Apply for Graduation		
HIMT 1150	Computer Apps in Healthcare	3
HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1250	Health Recrd Content/Structure	2
		<b>Subtotal: 8</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**

## Healthcare Assistant

### 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 Dental Assisting 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.

In order to receive a certificate for the Healthcare Assistant certificate, students must complete one of the Areas of Concentration.

Practical Nursing students 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 or 1111, PSYC 1010, ALHS 1090, 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.

**Program Length and Availability**

2 Semesters

Campus Availability: Hall, Forsyth, Jackson, Barrow

**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.

**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, COMPASS, or ASSET test scores.

**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 for ALHS	2
COMP 1000	Intro to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3

Choose a Specialization – Total of 8-10 Hours

Medical Front Office Specialization

BUSN 1440	Document Production	4
BUSN 2340	Healthcare Admin Procedures	4
MAST 1100	Medical Insurance Mgmt	2

**Subtotal: 32**

## Nurse Aide Specialization

ALHS 1113	Intro to Health Professions	2
NAST 1100	Nurse Aide Fundamentals	6
		<b>Subtotal: 30</b>
		<b>Subtotal: 30</b>

## Graduation Plan

## Semester One

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1090	Medical Terminology for ALHS	2
		<b>Subtotal: 11</b>

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

## Semester Two

ALHS 1011	Structure/Function- Human Body	5
COMP 1000	Intro to Computer Literacy	3
ALHS 1040	Introduction to Healthcare	3
		<b>Subtotal: 11</b>

*ALHS 1011:- Pre-Req: Regular Admission\**

## Semester Three (Medical Front Office) (10 Hours)

## Apply for Graduation

BUSN 2340	Healthcare Admin Procedures	4
BUSN 1440	Document Production	4
MAST 1100	Medical Insurance Mgmt	2
		<b>Subtotal: 32</b>

*BUSN 2340:- Pre-Req: ALHS 1090 + ALHS 1011 + COMP 1000, Co-Req: BUSN 1440*

*BUSN 1440:- Co-Req: COMP 1000*

*MAST 1100:- Pre-Req: ENGL 1010/1101 + COMP 1000 + ALHS 1011 (or BIOL 2113+Lab and BIOL 2114+Lab) + ALHS 1090*

## Semester Three (Nurse Aide) (8 Hours)

## Apply for Graduation

NAST 1100	Nurse Aide Fundamentals	6
ALHS 1113	Intro to Health Professions	2
		<b>Subtotal: 30</b>

*NAST 1100:- Co-Req: ALHS 1090 + ALHS 1113*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 30**

## Horticulture

## Horticulture Degree Program

EH13

## Program Description

The Horticulture Associate of Applied Science (AAS) Degree 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 and Availability

5 Semesters

Campus Availability: Forsyth

## 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.

## 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, COMPASS, or ASSET test scores.



**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  
 SOCI 2600 Intro to Social Problems 3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 Mathematical Modeling 3  
 MATH 1103 Quantitative Skills/Reasoning 3  
 MATH 1111 College Algebra 3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 HUMN 1101 Intro to Humanities 3  
 ENGL 2110 World Literature 3  
 MUSC 1101 Music Appreciation 3  
 ENGL 2130 American Literature 3  
 RELG 1101 World Religions 3  
 THEA 1101 Theater Appreciation 3

General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3

BIOL 1111 Biology I 3  
 And  
 BIOL 1111L Biology Lab I 1

BIOL 2113 Anatomy & Physiology I 3  
 And  
 BIOL 2113L Anatomy & Physiology I Lab 1

BIOL 2114 Anatomy & Physiology II 3  
 And  
 BIOL 2114L Anatomy & Physiology II Lab 1

COMM 1100 Human Communication 3

ECON 1101 Principles of Economics 3  
 ECON 2105 Macroeconomics 3  
 ECON 2106 Microeconomics 3  
 ENGL 1102 Literature & Composition 3  
 ENGL 2110 World Literature 3  
 ENGL 2130 American Literature 3  
 HIST 1111 World History I 3  
 HIST 1112 World History II 3  
 HIST 2111 U.S. History I 3  
 HIST 2112 U.S. History II 3  
 HUMN 1101 Intro to Humanities 3  
 MATH 1101 Mathematical Modeling 3  
 MATH 1103 Quantitative Skills/Reasoning 3  
 MATH 1111 College Algebra 3  
 MATH 1113 Precalculus 3  
 MATH 1127 Introduction to Statistics 3  
 MATH 1131 Calculus I 4  
 MUSC 1101 Music Appreciation 3

PHYS 1110 Conceptual Physics And  
 PHYS 1110L Conceptual Physics Lab I 1

POLS 1101 American Government 3  
 POLS 2401 Global Issues 3  
 PSYC 1101 Introductory Psychology 3  
 PSYC 2103 Human Development 3  
 RELG 1101 World Religions 3  
 SOCI 1101 Introduction to Sociology 3  
 SOCI 2600 Intro to Social Problems 3  
 SPAN 1101 Intro to Spanish Lang/Culture 3  
 SPCH 1101 Public Speaking 3  
 THEA 1101 Theater Appreciation 3

Program-Specific Core – Total of 15Hours

HORT 1000 Horticulture Science 3  
 HORT 1010 Woody Plant Identification I 3  
 HORT 1020 Herbaceous Plant ID 3  
 HORT 1080 Pest Management 3  
 HORT 1150 Horticulture Internship 3

Occupational-Related Electives – Choose 6 Hours

HORT 1030 Greenhouse Management 4  
 HORT 1040 Landscape Installation 3  
 HORT 1050 Nursery Production & Mgmt 4  
 HORT 1060 Landscape Design 4  
 HORT 1070 Landscape Installation 4  
 HORT 1100 Intro to Sustainable Agricultu 3  
 HORT 1110 Small Scale Food Production 4  
 HORT 1120 Landscape Management 4  
 HORT 1140 Horticulture Business Mgmt 3  
 HORT 1160 Landscape Contracting 3  
 HORT 1200 Arboriculture Science 4

HORT 1250	Plant Prod/Propagation	4							<b>Subtotal: 24</b>
HORT 1310	Irrigation & Water Management	4							
HORT 1330	Turfgrass Management	4							
HORT 1410	Soils	3							
HORT 1420	Golf Course Design/Const/Insta	3							
HORT 1430	Adv. Landscape Design	4							
HORT 1440	Landscape Grading/Drainage	4							
HORT 1500	Sm Gas Eng Repair/Maint	4							
HORT 1560	Computer-Aided Ldscpe Design	4							
HORT 1680	Woody Plant Indentification II	3							
HORT 1690	Horticulture Spanish	3							
HORT 1700	Large Equipment Operation	3							
HORT 1720	Introductory Floral Design	4							
HORT 1730	Advanced Floral Design	3							
HORT 1750	Interiorscaping	4							
HORT 1800	Urban Landscape Issues	3							
HORT 2249	Flower Shop Management	3							
HORT 2500	Speciality Landscape Const	4							
<b>Choose a Specialization - Total of 24 Hours</b>									
ACCT 1100	Financial Accounting I	4							
COMP 1000	Intro to Computer Literacy	3							
INDS 1150	Hist/Interiors/Architechture I	3							
WELD 1000	Intro Welding Technology	4							
WELD 1010	Oxyfuel & Plasma Cutting	4							
WELD 1040	Flat Shielded Metal Arc Weld	4							
WELD 1090	Gas Metal Arc Welding	4							
WELD 1152	Pipe Welding	4							
WELD 1154	Plasma Cutting	3							
Or									
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							
<b>General Horticulture Specialization</b>									
<b>Occupational Related Electives</b>									
<b>24</b>									
<b>Landscape Specialization</b>									
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							
<b>Occupational Related Elective</b>									
<b>4</b>									
<b>Graduation requirement includes completion of a total of 60 hours in the above areas</b>									
<b>Subtotal: 60</b>									
<b>Graduation Plan - Degree in Horticulture (Landscape Specialization)</b>									
Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.									
<b>Semester One</b>									
ENGL 1101	Composition & Rhetoric	3							
HORT	Elective	3							
HORT 1000	Horticulture Science	3							
HORT 1010	Woody Plant Identification I	3							
Area II General Education Core									
<b>3</b>									
<b>Subtotal: 15</b>									
<i>ENGL 1101:- Pre-Req: Test Scores – See Advisor</i>									
<b>Semester Two</b>									
Area III General Education Core									
<b>3</b>									
HORT 1080	Pest Management	3							
HORT 1120	Landscape Management	4							
General Education Core Electives									
<b>3</b>									
<b>Subtotal: 13</b>									
<i>HORT 1120: For the General Horticulture Specialization, replace any courses marked with an * with any of the HORT Electives listed on the next page.</i>									
<b>Semester Three</b>									
HORT 1020	Herbaceous Plant ID	3							
HORT 1310	Irrigation & Water Management	4							
HORT 1330	Turfgrass Management	4							
<b>Subtotal: 11</b>									

*HORT 1310 and HORT 1330: For the General Horticulture Specialization, replace any courses marked with an \* with any of the HORT Electives listed on the next page.*

Semester Four		
	Area IV General Education	3
	Core	
HORT 1041	Landscape Construction	4
HORT 1060	Landscape Design	4
<b>Subtotal:</b>		<b>11</b>

*HORT 1041 and HORT 1060: For the General Horticulture Specialization, replace any courses marked with an \* with any of the HORT Electives listed on the next page.*

Semester Five		
Apply for Graduation		
HORT	Elective	3
HORT	Elective	4
HORT 1150	Horticulture Internship	3
<b>Subtotal:</b>		<b>10</b>

*HORT 1150:- Pre-Req: HORT 1000 + HORT 1010 + HORT 1080 + HORT 1030 + HORT 1060 + HORT 1120 + HORT 1330*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 60**

## 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 and Availability

4 Semesters

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 15 Hours

HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1020	Herbaceous Plant ID	3
HORT 1080	Pest Management	3
HORT 1150	Horticulture Internship	3

Occupational-Related Electives – Choose 6 Hours

ACCT 1100	Financial Accounting I	4
COMP 1000	Intro to Computer Literacy	3
HORT 1030	Greenhouse Management	4
HORT 1040	Landscape Installation	3
HORT 1050	Nursery Production & Mgmt	4
HORT 1060	Landscape Design	4
HORT 1070	Landscape Installation	4
HORT	Intro to Sustainable Agricultu	3

1100				1160		
HORT	Small Scale Food Production	4		MKTG	Integrated MKTG	3
1110				1190	Communications	
HORT	Landscape Management	4		MKTG	Entrepreneurship	6
1120				2210		
HORT	Horticulture Business Mgmt	3		MKTG	Marketing Management	3
1140				2300		
HORT	Landscape Contracting	3		WELD	Intro Welding Technology	4
1160				1000		
HORT	Arboriculture Science	4		WELD	Oxyfuel & Plasma Cutting	4
1200				1010		
HORT	Plant Prod/Propagation	4		WELD	Flat Shielded Metal Arc Weld	4
1250				1040		
HORT	Irrigation & Water Management	4		WELD	Gas Metal Arc Welding	4
1310				1090		
HORT	Turfgrass Management	4		WELD	Pipe Welding	4
1330				1152		
HORT	Soils	3		WELD	Plasma Cutting	3
1410				1154		
HORT	Golf Course Design/Const/Insta	3				
1420					Choose a Specialization – Total of 15 Hours	
HORT	Adv. Landscape Design	4			General Horticulture Specialization	
1430					Occupational Related	15
HORT	Landscape Grading/Drainage	4			Electives	
1440					Landscape Specialization	
HORT	Sm Gas Eng Repair/Maint	4			HORT 1120 Landscape Management	4
1500					HORT 1330 Turfgrass Management	4
HORT	Computer-Aided Ldscape Design	4			HORT 1310 Irrigation & Water	4
1560					Management	
HORT	Woody Plant Identification II	3			Occupational Related	3
1680					Elective	
HORT	Horticulture Spanish	3				
1690					<b>Graduation requirement includes completion of a total</b>	
HORT	Large Equipment Operation	3			<b>of 44 hours in the above areas</b>	
1700						
HORT	Introductory Floral Design	4				<b>Subtotal: 44</b>
1720						
HORT	Advanced Floral Design	3			<b>Graduation Plan - Diploma in Horticulture (Landscape</b>	
1730					<b>Specialization)</b>	
HORT	Interiorscaping	4			Note: For a list of which courses are part of the elective	
1750					area, please see the Curriculum tab for this program.	
HORT	Urban Landscape Issues	3				
1800					Semester One	
HORT	Flower Shop Management	3			ENGL 1010 Fundamentals of English I	3
2249					HORT Elective	3
HORT	Speciality Landscape Const	4			HORT 1000 Horticulture Science	3
2500					HORT 1010 Woody Plant Identification I	3
INDS 1150	Hist/Interiors/Architechture I	3				
MKTG	Principles of Marketing	3				<b>Subtotal: 12</b>
1100					<i>ENGL 1010:- Pre-Req: Test Scores – See Advisor</i>	
MKTG	Business Regs/Compliance	3			Semester Two	
1130					MATH 1012 Foundations of Mathematics	3
MKTG	Professional Selling	3				

HORT 1080	Pest Management	3
HORT 1120	Landscape Management	4
		<b>Subtotal: 10</b>

*MATH 1012:- Pre-Req: Test Scores – See Advisor*  
*HORT 1120: For the General Horticulture Specialization, replace any courses marked with an \* with any of the HORT Electives listed on the next page.*

Semester Three

HORT 1020	Herbaceous Plant ID	3
HORT 1310	Irrigation & Water Management	4
HORT 1330	Turfgrass Management	4
		<b>Subtotal: 11</b>

*HORT 1310 and HORT 1330: For the General Horticulture Specialization, replace any courses marked with an \* with any of the HORT Electives listed on the next page.*

Semester Four

Apply for Graduation

EMPL 1000	Interpers Relations/Prof Dev	2
HORT	Elective	3
HORT	Elective	3
HORT 1150	Horticulture Internship	3
		<b>Subtotal: 11</b>

*HORT 1150:- Pre-Req: HORT 1000 + HORT 1010 + HORT 1080 + HORT 1030 + HORT 1060 + HORT 1120 + HORT 1330*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 44**

## Garden Center Technician Certificate Program

GC31

### 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 and Availability

1 Semester

Campus Availability: Forsyth

### 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.

### Admissions Requirements

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### 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 Mgmt	3

**Graduation requirement includes completion of a total of 12 hours in the above areas**

**Subtotal: 12**

### Graduation Plan

Semester One

HORT 1010	Woody Plant Identification I	3
		<b>Subtotal: 3</b>

Semester Two

HORT 1140	Horticulture Business Mgmt	3
HORT 1080	Pest Management	3
		<b>Subtotal: 6</b>

Semester Three

Apply for Graduation

HORT 1020	Herbaceous Plant ID	3
		<b>Subtotal: 3</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each**

term.

**Subtotal: 12**

**Graduation requirement includes completion of a total of 22 hours in the above areas**

**Subtotal: 22**

## Landscape Design Technician Certificate Program

LDT1

### 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 and Availability

2 Semesters

Campus Availability: Forsyth

### 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.

### Admissions Requirements

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### 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 Ldscape Design		4

### Graduation Plan

#### Semester One

HORT 1010	Woody Plant Identification I	3
HORT 1060	Landscape Design	4
HORT 1070	Landscape Installation	4

**Subtotal: 11**

#### Semester Two

HORT 1560	Computer-Aided Ldscape Design	4
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**Subtotal: 4**

#### Semester Three

#### Apply for Graduation

HORT 1020	Herbaceous Plant ID	3
HORT 1430	Adv. Landscape Design	4

**Subtotal: 7**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 22**

## Landscape Specialist Certificate Program

LS11

### 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 and Availability

1 Semester

Campus Availability: Forsyth

### 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.

### Admissions Requirements

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### 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

**Graduation requirement includes completion of a total of 17 hours in the above areas**

**Subtotal: 17**

### Graduation Plan

Semester One		
HORT 1000	Horticulture Science	3
HORT 1010	Woody Plant Identification I	3
HORT 1070	Landscape Installation	4
		<b>Subtotal: 10</b>

### Semester Two

Apply for Graduation		
HORT 1080	Pest Management	3
HORT 1120	Landscape Management	4
		<b>Subtotal: 7</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 17**

## Sustainable Urban Agriculture Technician Certificate Program

SUA1

### 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 and Availability

2 Semesters

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### 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 Production	4
HORT 1140	Horticulture Business Mgmt	3
HORT 1410	Soils	3

### Occupational-Related Elective – Choose 3 Hours

HORT 1030	Greenhouse Management	4
HORT 1040	Landscape Installation	3
HORT 1050	Nursery Production & Mgmt	4
HORT 1060	Landscape Design	4

HORT 1070	Landscape Installation	4
HORT 1120	Landscape Management	4
HORT 1160	Landscape Contracting	3
HORT 1200	Arboriculture Science	4
HORT 1250	Plant Prod/Propagation	4
HORT 1310	Irrigation & Water Management	4
HORT 1330	Turfgrass Management	4
HORT 1420	Golf Course Design/Const/Insta	3
HORT 1430	Adv. Landscape Design	4
HORT 1440	Landscape Grading/Drainage	4
HORT 1500	Sm Gas Eng Repair/Maint	4
HORT 1560	Computer-Aided Ldscpe 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	4
HORT 1730	Advanced Floral Design	3
HORT 1750	Interiorscaping	4
HORT 1800	Urban Landscape Issues	3
HORT 2249	Flower Shop Management	3
HORT 2500	Speciality Landscape Const	4

May also choose from:

ACCT 1100	Financial Accounting I	4
COMP 1000	Intro to Computer Literacy	3
INDS 1150	Hist/Interiors/Architechure I	3
WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Weld	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1152	Pipe Welding	4
WELD 154		
	Or	
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
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**Graduation requirement includes completion of a total of 19 hours in the above areas**

**Subtotal: 19**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

HORT 1100	Intro to Sustainable Agriculture	3
HORT 1410	Soils	3
HORT	Elective	3

**Subtotal: 9**

*HORT 1410:- Pre-Req: Regular Admission\**

**Semester Two**

Apply for Graduation

HORT 1140	Horticulture Business Mgmt	3
HORT 1080	Pest Management	3
HORT 1110	Small Scale Food Production	4

**Subtotal: 10**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 19**

**Hotel/Restaurant/Tourism Management**

**Hotel/Restaurant/Tourism Management Degree Program**

HM13

**Program Description**

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism Management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides



opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism Management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Associate of Applied Science (AAS) Degree.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length and Availability**

5 Semesters

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**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

SOCI 2600 Intro to Social Problems 3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 Mathematical Modeling 3

MATH 1103 Quantitative Skills/Reasoning 3

MATH 1111 College Algebra 3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3

ENGL 2110 World Literature 3

ENGL 2130 American Literature 3

HUMN 1101 Intro to Humanities 3

MUSC 1101 Music Appreciation 3

RELG 1101 World Religions 3

THEA 1101 Theater Appreciation 3

General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3

BIOL 1111 Biology I 3  
And

BIOL 1111L Biology Lab I 1

BIOL 2113 Anatomy & Physiology I 3  
And

BIOL 2113L Anatomy & Physiology I Lab 1

BIOL 2114 Anatomy & Physiology II 3  
And

BIOL 2114L Anatomy & Physiology II Lab 1

COMM 1100 Human Communication 3

ECON 1101 Principles of Economics 3

ECON 2105 Macroeconomics 3

ECON 2106 Microeconomics 3

ENGL 1102 Literature & Composition 3

ENGL 2110 World Literature 3

ENGL 2130 American Literature 3

HIST 1111 World History I 3

HIST 1112 World History II 3

HIST 2111 U.S. History I 3

HIST 2112 U.S. History II 3

HUMN 1101 Intro to Humanities 3

MATH 1101 Mathematical Modeling 3

MATH 1103 Quantitative Skills/Reasoning 3

MATH 1111 College Algebra 3

MATH 1113 Precalculus 3

MATH 1127 Introduction to Statistics 3

MATH 1131 Calculus I 4

MUSC 1101 Music Appreciation 3

PHYS 1110	Conceptual Physics	3	<b>Graduation requirement includes completion of a total of 60 hours in the above areas</b>
	And		
PHYS 1110L	Conceptual Physics Lab I	1	<b>Subtotal: 60</b>
<p>POLS 1101 American Government 3          POLS 2401 Global Issues 3          PSYC 1101 Introductory Psychology 3          PSYC 2103 Human Development 3          RELG 1101 World Religions 3          SOCI 1101 Introduction to Sociology 3          SOCI 2600 Intro to Social Problems 3          SPAN 1101 Intro to Spanish Lang/Culture 3          SPCH 1101 Public Speaking 3          THEA 1101 Theater Appreciation 3</p>			<p><b>Graduation Plan</b></p> <p>Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.</p> <p>Semester One</p> <p>HRTM 1100 Intro-Hotel/Restaurant/Tourism 3          ENGL 1101 Composition &amp; Rhetoric 3          COMP 1000 Intro to Computer Literacy 3          Area IV General Education Core 3</p> <p style="text-align: right;"><b>Subtotal: 12</b></p> <p><i>ENGL 1101:- Pre-Req: Test Scores – See Advisor</i></p> <p>Semester Two</p> <p>Area III General Education Core 3</p> <p>Choose a Geography Course:</p> <p>HRTM 1110 Travel Industry/Geo-Americas 3          Or          HRTM 1115 Travel Indus/Geo-International 3</p> <p>HRTM 1140 Hotel Operations Management 3          HRTM 1150 Event Planning 3</p> <p>HRTM 1160 Food &amp; Beverage Management 3</p> <p>Required</p> <p>Area II General Education Core 3          HRTM 1140 Hotel Operations Management 3</p> <p style="text-align: right;"><b>Subtotal: 12</b></p> <p>Semester Three</p> <p>General Education Core Electives 3          HRTM 1150 Event Planning 3          HRTM 1160 Food &amp; Beverage Management 3          Occupational Related Elective 3</p> <p style="text-align: right;"><b>Subtotal: 11</b></p> <p>Semester Four</p> <p>HRTM 1201 Hospitality Marketing 3          HRTM 1210 Hospitality Law 3          Occupational Related Electives 6</p> <p style="text-align: right;"><b>Subtotal: 12</b></p>
<p>Program-Specific Core – Total of 30 Hours</p> <p>COMP 1000 Intro to Computer Literacy 3          HRTM 1100 Intro-Hotel/Restaurant/Tourism 3</p> <p>HRTM 1110 Travel Industry/Geo-Americas 3</p> <p>Or</p> <p>HRTM 1115 Travel Indus/Geo-International 3</p> <p>HRTM 1140 Hotel Operations Management 3          HRTM 1150 Event Planning 3          HRTM 1160 Food &amp; Beverage Management 3          HRTM 1201 Hospitality Marketing 3          HRTM 1210 Hospitality Law 3          HRTM 1220 Supervision/Leadership in HRTM 3          HRTM 1230 HRTM Internship 3</p>			
<p>Occupational-Related Elective – Choose 15 Hours</p> <p>HRTM 1110 Travel Industry/Geo-Americas 3          HRTM 1115 Travel Indus/Geo-International 3          HRTM 1120 Tour &amp; Cruise Management 3          HRTM 1130 Busn. Etiquette/Communication 3          Any MGMT Management Course</p>			

Semester Five

Apply for Graduation			
HRTM	Supervision/Leadership in		3
1220	HRTM		
HRTM	HRTM Internship		3
1230			
	Occupational Related Electives		6
			<b>Subtotal: 12</b>

*HRTM 1230:- Pre-Req: HRTM 1100*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 66**

## Hotel/Restaurant/Tourism Management Diploma Program

HM12

### Program Description

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism Management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism Management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Diploma.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length and Availability

4 Semesters

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1011	Business Math	3
	Or	
MATH 1012	Foundations of Mathematics	3

Program-Specific Core – Total of 30 Hours

COMP 1000	Intro to Computer Literacy	3
HRTM 1100	Intro-Hotel/Restaurant/Tourism	3
HRTM 1110	Travel Industry/Geo-Americas	3
	Or	
HRTM 1115	Travel Indus/Geo-International	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food & Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision/Leadership in	3
	HRTM	
HRTM 1230	HRTM Internship	3

Occupational-Related Elective – Choose 6 Hours

HRTM 1110	Travel Industry/Geo-Americas	3
HRTM	Travel Indus/Geo-International	3

1115			
HRTM	Tour & Cruise Management	3	
1120			
HRTM	Busn. Etiquette/Communication	3	
1130			
	Any MGMT Management Course		

**Graduation requirement includes completion of a total of 44 hours in the above areas**

**Subtotal: 44**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

HRTM	Intro-Hotel/Restaurant/Tourism	3
1100		
ENGL	Fundamentals of English I	3
1010		
COMP	Intro to Computer Literacy	3
1000		
	Occupational Related Electives	3

**Subtotal: 12**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

EMPL 1000	Interpers Relations/Prof Dev	2
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**Choose a Geography Course:**

HRTM 1110	Travel Industry/Geo-Americas	3
	Or	
HRTM 1115	Travel Indus/Geo-International	3

**Required**

HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3

**Subtotal: 11**

**Semester Three**

**Choose One:**

MATH 1011	Business Math	3
	Or	
MATH 1012	Foundations of Mathematics	3

**Required**

HRTM 1160	Food & Beverage Management	3
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Occupational Related Elective	3
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**Subtotal: 9**

**Semester Four**

**Apply for Graduation**

HRTM	Hospitality Marketing	3
1201		
HRTM	Hospitality Law	3
1210		
HRTM	Supervision/Leadership in	3
1220	HRTM	
HRTM	HRTM Internship	3
1230		

**Subtotal: 12**

*HRTM 1230:- Pre-Req: HRTM 1100*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 44**

**Event Coordinator Certificate Program**

SES1

**Program Description**

The Event Coordinator certificate program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism fields. The Event Coordinator certificate provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism events.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length and Availability**

1 Semester

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 9 Hours

HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3

**Subtotal: 9**

**Graduation Plan**

COMING SOON!

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Front Office Manager Certificate Program**

FFM1

**Program Description**

The Front Office Manager program prepares students for employment in a variety of positions in today's hotel front office. The Front Office Manager program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length and Availability**

1 Semester

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 12 Hours

HRTM 1130	Busn. Etiquette/Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision/Leadership in HRTM	3

**Graduation requirement includes completion of a total of 12 hours in the above areas**

**Subtotal: 12**

**Graduation Plan**

Semester One

Apply for Graduation

HRTM 1130	Busn. Etiquette/Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision/Leadership in HRTM	3

**Subtotal: 12**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

## Hospitality Customer Service Provider Certificate Program

HC11

### Program Description

The Hospitality Customer Service Provider technical certificate of credit is specifically designed to address the point of contact between hospitality customers and employees in the area of communications and customer service. Emphasis is placed on business etiquette, business communication, and providing superior service.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length and Availability

1 Semester

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 9 Hours

COMP	Intro to Computer Literacy	3
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1000		
HRTM	Intro-Hotel/Restaurant/Tourism	3
1100		
HRTM	Busn. Etiquette/Communication	3
1130		

**Graduation requirement includes completion of a total of 9 hours in the above areas**

**Subtotal: 9**

### Graduation Plan

Semester One

Apply for Graduation

COMP	Intro to Computer Literacy	3
1000		
HRTM	Intro-Hotel/Restaurant/Tourism	3
1100		
HRTM	Busn. Etiquette/Communication	3
1130		

**Subtotal: 9**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 9**

## Hospitality Operations Associate Certificate Program

HP31

### Program Description

The Hotel Management Specialist certificate program prepares students for employment in a variety of positions in today's hotel industry. Hotel Management Specialist certificate program learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length and Availability

1 Semester

Campus Availability: Forsyth

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 9 Hours		
HRTM	Intro-Hotel/Restaurant/Tourism	3
1100		
HRTM	Food & Beverage Management	3
1160		
HRTM	Hospitality Marketing	3
1201		
Occupational-Related Elective – Choose 3 Hours		
HRTM	Travel Industry/Geo-Americas	3
1110		
HRTM	Travel Indus/Geo-International	3
1115		
HRTM	Tour & Cruise Management	3
1120		
HRTM	Busn. Etiquette/Communication	3
1130		
HRTM	Hotel Operations Management	3
1140		
HRTM	Event Planning	3
1150		
HRTM	Hospitality Law	3
1210		
HRTM	Supervision/Leadership in	3
1220	HRTM	
	Any MGMT Management	
	Course	

**Graduation requirement includes completion of a total of 12 hours in the above areas**

**Subtotal: 12**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

#### Apply for Graduation

HRTM	Intro-Hotel/Restaurant/Tourism	3
1100		
HRTM	Food & Beverage Management	3
1160		
HRTM	Hospitality Marketing	3
1201		
	Occupational Related Elective	3
		<b>Subtotal: 12</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

### Hotel Management Specialist Certificate Program

HM21

#### Program Description

The Hotel Management Specialist certificate program prepares students for employment in a variety of positions in today's hotel industry. Hotel Management Specialist certificate program learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length and Availability

1 Semester

Campus Availability: Forsyth

### 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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 15 Hours		
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision/Leadership in HRTM	3

**Graduation requirement includes completion of a total of 15 hours in the above areas**

**Subtotal: 15**

**Graduation Plan**

Semester One

Apply for Graduation		
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision/Leadership in HRTM	3

**Subtotal: 15**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

**Travel Agency Operations Certificate Program**

TAO1

**Program Description**

The Travel Agency Operations program prepares students for employment in a variety of positions in today's tourism field. The Travel Agency Operations program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length and Availability**

1 Semester

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 15 Hours		
ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3
HRTM 1110	Travel Industry/Geo-Americas	3
	Or	
HRTM 1115	Travel Indus/Geo-	3



International

HRTM 1120	Tour & Cruise Management	3
HRTM 1201	Hospitality Marketing	3

**Graduation requirement includes completion of a total of 15 hours in the above areas**

**Subtotal: 15**

**Graduation Plan**

Semester One

Apply for Graduation

ENGL 1010	Fundamentals of English I	3
COMP 1000	Intro to Computer Literacy	3

Choose a Geography Course:

HRTM 1110	Travel Industry/Geo-Americas	3
	Or	
HRTM 1115	Travel Indus/Geo-International	3

Required

HRTM 1120	Tour & Cruise Management	3
HRTM 1201	Hospitality Marketing	3

**Subtotal: 15**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

**Travel and Tourism Associate Certificate Program**

TAT1

**Program Description**

The Travel and Tourism Associate Certificate prepares students to work for convention and visitors' bureaus, cruise lines, travel agencies and destination management companies, and other enterprises involved in the planning and implementation of individual and corporate travel programs. Topics include the travel industry, travel geography, tour and cruise management, hospitality law, and business etiquette and communication.

**Program Specific Information**

Students are accepted every semester based on course and

space availability.

**Program Length and Availability**

2 Semesters

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 15 Hours

COMP 1000	Intro to Computer Literacy	3
HRTM 1100	Intro-Hotel/Restaurant/Tourism	3
HRTM 1110	Travel Industry/Geo-Americas	3
	Or	
HRTM 1115	Travel Indus/Geo-International	3
HRTM 1130	Busn. Etiquette/Communication	3
HRTM 1210	Hospitality Law	3

Occupational-Related Elective – Choose 3 Hours

HRTM 1110	Travel Industry/Geo-Americas	3
HRTM 1115	Travel Indus/Geo-International	3
HRTM 1120	Tour & Cruise Management	3
HRTM 1140	Hotel Operations Management	3

HRTM 1150	Event Planning	3
HRTM 1160	Food & Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM 1220	Supervision/Leadership in HRTM Any MGMT Management Course	3

**Subtotal: 18****Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

HRTM 1100	Intro-Hotel/Restaurant/Tourism	3
COMP 1000	Intro to Computer Literacy	3

**Choose a Geography Course:**

HRTM 1110	Travel Industry/Geo- Americas	3
	Or	
HRTM 1115	Travel Indus/Geo- International	3

**Subtotal: 9****Semester Two****Apply for Graduation**

HRTM 1130	Busn. Etiquette/Communication	3
HRTM 1210	Hospitality Law	3
	Occupational Related Elective	3

**Subtotal: 9**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 18**

## Industrial Systems

### 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 Associate of Applied Science (AAS) 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 and Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**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  
 SOCI 2600 Intro to Social Problems 3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 Mathematical Modeling 3  
 MATH 1103 Quantitative Skills/Reasoning 3  
 MATH 1111 College Algebra 3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 HUMN 1101 Intro to Humanities 3  
 ENGL 2110 World Literature 3  
 MUSC 1101 Music Appreciation 3  
 ENGL 2130 American Literature 3  
 RELG 1101 World Religions 3  
 THEA 1101 Theater Appreciation 3

General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3  
 BIOL 1111 Biology I 3  
 And  
 BIOL 1111L Biology Lab I 1  
 BIOL 2113 Anatomy & Physiology I 3  
 And  
 BIOL 2113L Anatomy & Physiology I Lab 1  
 BIOL 2114 Anatomy & Physiology II 3  
 And  
 BIOL 2114L Anatomy & Physiology II 1

Lab

COMM 1100 Human Communication 3  
 ECON 1101 Principles of Economics 3  
 ECON 2105 Macroeconomics 3  
 ECON 2106 Microeconomics 3  
 ENGL 1102 Literature & Composition 3  
 ENGL 2110 World Literature 3  
 ENGL 2130 American Literature 3  
 HIST 1111 World History I 3  
 HIST 1112 World History II 3  
 HIST 2111 U.S. History I 3  
 HIST 2112 U.S. History II 3  
 HUMN 1101 Intro to Humanities 3  
 MATH 1101 Mathematical Modeling 3  
 MATH 1103 Quantitative Skills/Reasoning 3  
 MATH 1111 College Algebra 3  
 MATH 1113 Precalculus 3  
 MATH 1127 Introduction to Statistics 3  
 MATH 1131 Calculus I 4  
 MUSC 1101 Music Appreciation 3  
 PHYS 1110 Conceptual Physics 3  
 And  
 PHYS 1110L Conceptual Physics Lab I 1  
 POLS 1101 American Government 3  
 POLS 2401 Global Issues 3  
 PSYC 1101 Introductory Psychology 3  
 PSYC 2103 Human Development 3  
 RELG 1101 World Religions 3  
 SOCI 1101 Introduction to Sociology 3  
 SOCI 2600 Intro to Social Problems 3  
 SPAN 1101 Intro to Spanish Lang/Culture 3  
 SPCH 1101 Public Speaking 3  
 THEA 1101 Theater Appreciation 3

Program-Specific Core – Total of 37 Hours

IDSY 1130 Industrial Wiring 4  
 IDSY 1170 Industrial Mechanics 4  
 IDFC 1011 Direct Current I 3  
 Or  
 IDSY 1101 DC Circuit Analysis 3  
 ELTR 1020 Alternating Current 3  
 Fundamenta  
 Or  
 IDFC 1012 Alternating Current I 3  
 Or  
 IDSY 1105 AC Circuit Analysis 3  
 IDSY 1110 Industrial Motor Controls I 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 & Piping Systems	3

**Occupational-Related Electives – Choose 11 Hours**

**Apply for Graduation**

AUMF 1020	Manufacturing Process & Production	3
AUMF 1110	Flexible Manufacturing Syst I	5
AUMF 1150	Introduction to Robotics	3
AUMF 1210	Flexible Manufacturing Sys II	5
AUMF 1560	Manufacturing Production Requirements	1
AUMF 2060	Work Cell Design Laboratory	2
DFTG 1101	CAD Fundamentals	4
ENGT 1000	Intro to Engineering Tech	3
IDFC 1007	Industrial Safety Procedures	2
IDSY 1005	Intro to Mechatronics	4
IDFC 1013	Solid State Devices	3
IDSY 1020	Print Rdg/Problem Solving	3
IDSY 1160	Mechanical Laws/Principles	4
IDSY 1161	Fundamentals of Machine Tool & Mechanical Systems	4
IDSY 1230	Industrial Instrumentation	4
IDSY 1240	Maintenance for Reliability	4
MCHT 1011	Intro to Machine Tool	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MEGT 1010	Manufacturing Processes	3
MEGT 2100	Manufacturing Quality Control	3
WELD 1000	Intro Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Weld	4

**Graduation requirement includes completion of a total of 63 hours in the above areas**

**Subtotal: 63**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
	Area II General Education	3

	Core	
	General Education Core	3
	Electives	
IDSY 1170	Industrial Mechanics	4
	<b>Subtotal: 13</b>	

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

	Area II General Education Core	3
IDSY 1130	Industrial Wiring	4
IDSY 1101	DC Circuit Analysis	3
IDSY 1190	Fluid Power Systems	4
	<b>Subtotal: 14</b>	

**Semester Three**

	Area IV General Education Core	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1195	Pumps & Piping Systems	3
	<b>Subtotal: 13</b>	

**Semester Four**

IDSY 1120	Basic Industrial PLCs	4
IDSY 1210	Industrial Motor Controls II	4
	Occupational Related Electives	4
	<b>Subtotal: 12</b>	

*IDSY 1210:- Co-Req: IDSY 1110*

**Semester Five**

**Apply for Graduation**

IDSY 1220	Intermediate Industrial PLCs	4
	Occupational Related Electives	7
	<b>Subtotal: 11</b>	

*Pre-Req: IDSY 1120:- Pre-Req: IDSY 1120*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 63**

**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 and Availability**

3 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

**Basic Skills – Total of 8 Hours**

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	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 I	4
IDSY 1210	Industrial Motor Controls II	4
IDSY 1230	Industrial Instrumentation	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

ELTR 1020	Alternating Current Fundamenta	3
	Or	
IDFC 1012	Alternating Current I	3
	Or	
IDSY 1105	AC Circuit Analysis	3

**Occupational-Related Electives – Choose 6 Hours**

ACCT 1100	Financial Accounting I	4
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Prin/Practices	4
AIRC 1020	Refrigeration Sys Components	4
AUMF 1110	Flexible Manufacturing Syst I	5
AUMF 1210	Flexible Manufacturing Sys II	5
AUMF 1150	Introduction to Robotics	3
AUMF 2060	Work Cell Design Laboratory	2
CIST 1130	Operating Systems Concepts	3
CIST 2451	Introduction to Networks-CISCO	4
DFTG 1101	CAD Fundamentals	4
ELCR 1005	Soldering Technology	1
ELCR 1030	Solid State Devices	5
ELCR 1040	Digital/Microprocessor Fund	5
ELCR 1060	Linear Integrated Circuits	3
ELCR 1230		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 Systems	4
IDSY 1240	Maintenance for Reliability	4
MCHT 1011	Intro to Machine Tool	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4

**Graduation requirement includes completion of a total of 44 hours in the above areas**

**Subtotal: 44**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

#### Choose One:

MATH 1012	Foundations of Mathematics	3
	Or	
MATH 1013	Algebraic Concepts	3

*MATH 1012 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

#### Required

IDSY 1101	DC Circuit Analysis	3
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**Subtotal: 11**

#### Semester Two

IDSY 1130	Industrial Wiring	4
IDSY 1110	Industrial Motor Controls I	4
	Occupational Related Electives	3

**Subtotal: 11**

#### Semester Three

IDSY 1105	AC Circuit Analysis	3
IDSY 1210	Industrial Motor Controls II	4
IDSY 1120	Basic Industrial PLCs	4

**Subtotal: 11**

*ISSY 1210:- Co-Req: IDSY 1110*

#### Semester Four

##### Apply for Graduation

IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
	Occupational Related Electives	3

**Subtotal: 11**

*IDSY 1220:- Pre-Req: IDSY 1120*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 44**

## 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 and Availability

3 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

**Curriculum**

<b>Basic Skills – Total of 8 Hours</b>			
ENGL 1010	Fundamentals of English I	3	
EMPL 1000	Interpers Relations/Prof Dev	2	
MATH 1012	Foundations of Mathematics	3	
	Or		
MATH 1013	Algebraic Concepts	3	
<b>Program-Specific Core – Total of 32 Hours</b>			
IDSY 1020	Print Rdg/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 I	4	
IDSY 1170	Industrial Mechanics	4	
IDSY 1190	Fluid Power Systems	4	
IDSY 1195	Pumps & Piping Systems	3	
IDSY 1240	Maintenance for Reliability	4	
ELTR 1020	Alternating Current Fundamenta	3	
	Or		
IDFC 1012	Alternating Current I	3	
	Or		
IDSY 1105	AC Circuit Analysis	3	
<b>Occupational-Related Electives – Choose 11 Hours</b>			
AIRC 1020	Refrigeration Sys Components	4	
DFTG 1101	CAD Fundamentals	4	
IDFC 1007	Industrial Safety Procedures	2	
IDSY 1130	Industrial Wiring	4	
IDSY 1210	Industrial Motor Controls II	4	
IDSY 1260	Mach Tool/Industrial Repair	4	

**Graduation requirement includes completion of a total of 51 hours in the above areas**

**Subtotal: 51**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

<b>Semester One</b>			
ENGL 1010	Fundamentals of English I	3	
EMPL 1000	Interpers Relations/Prof Dev	2	

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Choose One:**

MATH 1012	Foundations of Mathematics	3
	Or	
MATH 1013	Algebraic Concepts	3

*MATH 1012 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

**Required**

IDSY 1020	Print Rdg/Problem Solving	3
		<b>Subtotal: 11</b>

*IDSY 1020:- Pre-Req: Regular Admission*

**Semester Two**

IDSY 1170	Industrial Mechanics	4
IDSY 1101	DC Circuit Analysis	3
IDSY 1190	Fluid Power Systems	4
IDSY 1160	Mechanical Laws/Principles	4
		<b>Subtotal: 15</b>

**Semester Three**

IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1195	Pumps & Piping Systems	3
	Occupational Related Electives	3
		<b>Subtotal: 13</b>

**Semester Four**

**Apply for Graduation**

IDSY 1240	Maintenance for Reliability	4
	Occupational Related Electives	8
		<b>Subtotal: 12</b>

*IDSY1240:- Pre-Req: IDSY 1170*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 51**

**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 and Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	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
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IDSY 1170	Industrial Mechanics	4
IDFC 1011	Direct Current I	3
	Or	
IDSY 1101	DC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamenta	3
	Or	
IDFC 1012	Alternating Current I	3
	Or	
IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps & Piping Systems	3
<b>Occupational-Related Electives – Choose 9 Hours</b>		
AUMF 1020	Manufacturing Process & Production	3
AUMF 1110	Flexible Manufacturing Syst I	5
AUMF 1150	Introduction to Robotics	3
AUMF 1210	Flexible Manufacturing Sys II	5
AUMF 1560	Manufacturing Production Requirements	1
AUMF 2060	Work Cell Design Laboratory	2
DFTG 1101	CAD Fundamentals	4
ENGT 1000	Intro to Engineering Tech	3
IDFC 1007	Industrial Safety Procedures	2
IDFC 1013	Solid State Devices	3
IDSY 1005	Intro to Mechatronics	4
IDSY 1020	Print Rdg/Problem Solving	3
IDSY 1160	Mechanical Laws/Principles	4
IDSY 1161	Fundamentals of Machine Tool & Mechanical Systems	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	4
MCHT 1120	Mill Operations I	4
MEGT 1010	Manufacturing Processes	3
WELD 1000	Intro Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Weld	4

**Graduation requirement includes completion of a total of 46 hours in the above areas**

**Subtotal: 46**



### Graduation Plan

#### Semester One

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

#### Choose One

MATH 1012	Foundations of Mathematics	3
	Or	
MATH 1013	Algebraic Concepts	3

*MATH 1012 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

#### Required

IDSY 1170	Industrial Mechanics	4
		<b>Subtotal: 12</b>

#### Semester Two

IDSY 1130	Industrial Wiring	4
IDSY 1101	DC Circuit Analysis	3
IDSY 1190	Fluid Power Systems	4
		<b>Subtotal: 11</b>

#### Semester Three

IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1195	Pumps & Piping Systems	3
		<b>Subtotal: 10</b>

#### Semester Three

IDSY 1105	AC Circuit Analysis	3
IDSY 1110	Industrial Motor Controls I	4
IDSY 1195	Pumps & Piping Systems	3
		<b>Subtotal: 10</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 46**

### Industrial Electrician Certificate Program

IE41

#### 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 and Availability

1 Semester

Campus Availability: Hall

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

##### Program-Specific Core – Total of 10 Hours

IDSY 1130	Industrial Wiring	4
IDFC 1011	Direct Current I	3
	Or	
IDSY 1101	DC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamenta	3
	Or	
IDFC 1012	Alternating Current I	3
	Or	
IDSY 1105	AC Circuit Analysis	3

**Graduation requirement includes completion of a total of 10 hours in the above areas**

**Subtotal: 10**

#### Graduation Plan

##### Semester One

Apply for Graduation

IDSY 1130	Industrial Wiring	4
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IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
		<b>Subtotal: 10</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10**

## Industrial Fluid Power Technician Certificate Program

IF11

### 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 and Availability

1 Semester

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

## Curriculum

Program-Specific Core – Total of 11 Hours

IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps & Piping Systems	3

**Graduation requirement includes completion of a total of 11 hours in the above areas**

**Subtotal: 11**

## Graduation Plan

Semester One

Apply for Graduation

IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps & Piping Systems	3

**Subtotal: 11**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 11**

## Industrial Motor Control Technician Certificate Program

IM41

### 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 and Availability

1 Semester

Campus Availability: Hall

### 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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 12 Hours			
IDSY 1110	Industrial Motor Controls I		4
IDSY 1130	Industrial Wiring		4
IDSY 1210	Industrial Motor Controls II		4

**Graduation requirement includes completion of a total of 12 hours in the above areas**

**Subtotal: 12**

**Graduation Plan**

Semester One

Apply for Graduation

IDSY 1110	Industrial Motor Controls I		4
IDSY 1130	Industrial Wiring		4
IDSY 1210	Industrial Motor Controls II		4

**Subtotal: 12**

*IDSY 1210:- Co-Req: IDSY 1110*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

**Process Control Technician I Certificate Program**

PC61

**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 and Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Graduation Plan**

Semester One

IDSY 1120	Basic Industrial PLCs		4
IDSY 1190	Fluid Power Systems		4

**Subtotal: 8**

Semester Two

Apply for Graduation

IDSY 1195	Pumps & Piping Systems		3
IDSY 1210	Industrial Motor Controls II		4

**Subtotal: 7**

*IDSY 1210:- Co-Req: IDSY 1110*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

**Process Control Technician II Certificate Program**

PC71

**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 and Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 11 Hours			
IDFC 1013	Solid State Devices		3
IDSY 1220	Intermediate Industrial PLCs		4
IDSY 1230	Industrial Instrumentation		4

**Graduation requirement includes completion of a total of 11 hours in the above areas**

**Subtotal: 11**

**Graduation Plan**

Semester One

IDFC 1013	Solid State Devices	3
IDSY 1220	Intermediate Industrial PLCs	4

**Subtotal: 7**

*IDFC 1013:- Pre-Req: IDFC 1000+1012 or IDSY 1101+1105*

*IDSY 1220:- Pre-Req: IDSY 1120*

Semester Two

Apply for Graduation

IDSY 1230	Industrial Instrumentation	4
		<b>Subtotal: 4</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 11**

**Programmable Control Technician I Certificate Program**

PC81

**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 and Availability**

1 Semester

Campus Availability: Hall

**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.

**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,

COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 12 Hours			
IDSY 1110	Industrial Motor Controls I		4
IDSY 1120	Basic Industrial PLCs		4
IDSY 1220	Intermediate Industrial PLCs		4

**Graduation requirement includes completion of a total of 12 hours in the above areas**

**Subtotal: 12**

**Graduation Plan**

Semester One

IDSY 1110	Industrial Motor Controls I		4
			<b>Subtotal: 4</b>

Semester Two

IDSY 1120	Basic Industrial PLCs		4
			<b>Subtotal: 4</b>

Semester Three

Apply for Graduation

IDSY 1220	Intermediate Industrial PLCs		4
			<b>Subtotal: 4</b>

*IDSY 1220:- Co-Req: IDSY 1120*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

**Robotic Technician Certificate Program**

RT41

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 and Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 20 Hours			
AUMF 1150	Introduction to Robotics		3
AUMF 2060	Work Cell Design		2
	Laboratory		
IDSY 1120	Basic Industrial PLCs		4
IDSY 1190	Fluid Power Systems		4
IDSY 1195	Pumps & Piping Systems		3
IDSY 1220	Intermediate Industrial PLCs		4

**Graduation requirement includes completion of a total of 20 hours in the above areas**

**Subtotal: 20**

**Graduation Plan**

Semester One

AUMF 1150	Introduction to Robotics		3
AUMF 2060	Work Cell Design		2
	Laboratory		
IDSY 1120	Basic Industrial PLCs		4

**Subtotal: 9**

Semester Two

Apply for Graduation

IDSY 1190	Fluid Power Systems	4
IDSY 1195	Pumps & Piping Systems	3
IDSY 1220	Intermediate Industrial PLCs	4

**Subtotal: 11**

*IDSY 1220:- Pre-Req: IDSY 1120*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 20**

## Interdisciplinary Studies

### Interdisciplinary Studies Degree Program

AF53

#### Program Description

The Associate of Applied Science (AAS) Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors, and electives.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length and Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow, Dawson, Online.

#### 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.

#### Admissions Requirements

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

#### Curriculum

General Education Core – Total of 21 Hours

Area I – Language Arts/Communications – Choose 6 Hours

ENGL 1101	Composition & Rhetoric	3
SPCH 1101	Public Speaking	3
	Or	
COMM 1100	Human Communication	3
	Or	
ENGL 1102	Literature & Composition	3

*ENGL 1101: \*Required*

Area II – Social/Behavioral Sciences – Choose 6 Hours

ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
PSYC 1101	Introductory Psychology	3
POLS 1101	American Government	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3

Area III – Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area III – Natural Sciences or Additional Math – Choose 3+ Hours

BIOL 1111	Biology I	3
	And	
BIOL 1111L	Biology Lab I	1
CHEM 1211	Chemistry I	3

	And		Interdisciplinary Studies - Choose 40 Hours
CHEM 1211L	Chemistry Lab I	1	General Studies
CHEM 1212	Chemistry II	3	Any course from Areas I-IV
CHEM 1212L	And Chemistry Lab II	1	Additional Core Courses:
CHEM 1151	Survey of Inorganic Chemistry	3	ENGL 1105 Workplace & Technical Comm. 3
CHEM 1151L	And Survey of Inorganic Chem Lab	1	POLS 2401 Global Issues 3
CHEM 1152	Survey Organic & Biochemistry	3	PSYC 2103 Human Development 3
CHEM 1152L	And Survey Org Chem/Biochem Lab	1	PSYC 2250 Abnormal Psychology 3
MATH 1113	Precalculus	3	SPAN 1101 Intro to Spanish Lang/Culture 3
MATH 1127	Introduction to Statistics	3	SPAN 1102 Intro Spanish Lang./Culture II 3
MATH 1131	Calculus I	4	Occupational Introductory Courses:
MATH 1132	Calculus II	4	ACCT 1100 Financial Accounting I 4
PHYS 1110	Conceptual Physics	3	ACCT 1105 Financial Accounting II 4
PHYS 1110L	And Conceptual Physics Lab I	1	ALHS 1090 Medical Terminology for ALHS 2
PHYS 1111	Introductory Physics I	3	AUTT 1010 Auto Technology Introduction 2
PHYS 1111L	And Introductory Physics Lab I	1	BIOL 2113 Anatomy & Physiology I And 3
PHYS 1112	Introductory Physics II	3	BIOL 2113L Anatomy & Physiology I Lab 1
PHYS 1112L	And Introductory Physics Lab II	1	BIOL 2114 Anatomy & Physiology II And 3
Area IV – Humanities/Fine Arts – Choose 3 Hours			BIOL 2114L Anatomy & Physiology II Lab 1
ARTS 1101	Art Appreciation	3	BIOL 2117 Introductory Microbiology And 3
ENGL 2110	World Literature	3	BIOL 2117L Introductory Microbiology Lab 1
ENGL 2130	American Literature	3	BUAS 1010 BAS Fundamentals 2
HUMN 1101	Intro to Humanities	3	BUSN 1440 Document Production 4
MUSC 1101	Music Appreciation	3	CIST 1001 Computer Concepts 4
RELG 1101	World Religions	3	CIST 1130 Operating Systems Concepts 3
THEA 1101	Theater Appreciation	3	COMP 1000 Intro to Computer Literacy 3
			CRJU 1010 Intro to Criminal Justice 3
			CUUL 1000 Fundamentals of Culinary Arts 4
			DMPT 1000 Introduction to Design 4
			DFTG 1101 CAD Fundamentals 4
			ECCE 1101 Intro to Early Childhood Care 3
			ELUT 1101 Intro Electrical Utility Ind 3
			EMYT 1124 Principles of EMYT 3
			ENGT 1000 Intro to Engineering Tech 3
			FRSC 1100 Intro to Fire Science 3

HIMT 1100	Intro to Health Info Tech	3	BIOL 2114	Anatomy & Physiology II	3
HORT 1000	Horticulture Science	3		And	
IDSY 1170	Industrial Mechanics	4	BIOL 2114L	Anatomy & Physiology II	1
INDS 1100	Interior Design Fundamentals	4		Lab	
IDSY 1005	Intro to Mechatronics	4			
MCHT 1011	Intro to Machine Tool	4	BIOL 2117	Introductory Microbiology	3
MGMT 1100	Principles of Management	3		And	
MGMT 1105	Organizational Behavior	3	BIOL 2117L	Introductory Microbiology	1
MGMT 2115	Human Resource	3		Lab	
	Management				
MKTG 1100	Principles of Marketing	3	CHEM 1151	Survey of Inorganic	3
MSVT 1000	Intro Motorsports/Race Sys	3		Chemistry	
WELD 1000	Intro Welding Technology	4		And	
			CHEM	Survey of Inorganic Chem	1
			1151L	Lab	
<i>DFTG 1101: Drafting</i>			<i>To complete the Interdisciplinary Studies Degree, a student must take 24 additional hours from General Studies.</i>		
Healthcare Program-Specific Pathways for selective admission programs			Pre-Radiologic Technology Requirements		
Pre-Dental Hygiene Requirements			Core Courses:		
Core Courses:			Area I		
Area I			ENGL 1101		
ENGL 1101	Composition & Rhetoric	3		Composition & Rhetoric	3
	And				
SPCH 1101	Public Speaking	3	Area II		
Area II			Any-Social-Behavior-Sciences-Option		
PSYC 1101	Introductory Psychology	3			<b>Subtotal: 3</b>
	And				
SOCI 1101	Introduction to Sociology	3	Area III		
Area III			MATH 1101		
MATH 1101	Mathematical Modeling	3		Mathematical Modeling	3
	Or			Or	
MATH 1103	Quantitative Skills/Reasoning	3		MATH 1111	College Algebra
	Or				<b>Subtotal: 3</b>
MATH 1111	College Algebra	3	Area IV		
Area IV			Any Humanities Option		
ARTS 1101	Art Appreciation	3			<b>Subtotal: 3</b>
	Or		Additional Course Requirements:		
ENGL 2130	American Literature	3	ALHS 1090	Medical Terminology for	2
	Or			ALHS	
HUMN 1101	Intro to Humanities	3	BIOL 2113	Anatomy & Physiology I	3
	Or			And	
MUSC 1101	Music Appreciation	3	BIOL 2113L	Anatomy & Physiology I	1
Additional Course Requirements:				Lab	
BIOL 2113	Anatomy & Physiology I	3	BIOL 2114	Anatomy & Physiology II	3
	And			And	
BIOL 2113L	Anatomy & Physiology I	1	BIOL 2114L	Anatomy & Physiology II	1
	Lab			Lab	





**To complete the Interdisciplinary Studies Degree, a student must take ENGL 1102 or SPCH 1101, an additional Area II course, and 30 additional hours from General Studies.**

**Pre-Physical Therapy Assistant Requirements**

**Core Courses:**

<b>Area I</b>			
ENGL 1101	Composition & Rhetoric	3	
<b>Area II</b>			
PSYC 1101	Introductory Psychology	3	
	And		
PSYC 2103	Human Development	3	
			<b>Subtotal: 6</b>

<b>Area III</b>			
MATH 1111	College Algebra	3	
<b>Area IV</b>			
	Any Humanities Option		<b>Subtotal: 3</b>

**Additional Course Requirements:**

BIOL 2113	Anatomy & Physiology I	3	
	And		
BIOL 2113L	Anatomy & Physiology I Lab	1	
BIOL 2114	Anatomy & Physiology II	3	
	And		
BIOL 2114L	Anatomy & Physiology II Lab	1	
PHYS 1110	Conceptual Physics	3	
	And		
PHYS 1110L	Conceptual Physics Lab I	1	

**To complete the Interdisciplinary Studies Degree, a student must take ENGL 1102 or SPCH 1101, an additional Area II course, and 29 additional hours from General Studies.**

**Pre-Associate of Science in Nursing\* Requirements**

**Core Courses:**

<b>Area I</b>			
ENGL 1101	Composition & Rhetoric	3	
ENGL 1102	Literature & Composition	3	
			<b>Subtotal: 6</b>
<b>Area II</b>			
PSYC 1101	Introductory Psychology	3	

<b>Area III</b>		
MATH 1111	College Algebra	3
<b>Area IV</b>		
	Any Humanities Option	<b>Subtotal: 3</b>

**Additional Course Requirements:**

BIOL 2113	Anatomy & Physiology I	3
	And	
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
	And	
BIOL 2114L	Anatomy & Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
	And	
BIOL 2117L	Introductory Microbiology Lab	1

**To complete the Interdisciplinary Studies Degree, a student must take ENGL 1102 or SPCH 1101, an additional Area II course, and 34 additional hours from General Studies.**

**\*This program has been granted Initial Approval from the GA Board of Nursing and SACSCOC approval.**

**Graduation requirement includes completion of a total of 61 hours in the above areas**

**Subtotal: 61**

**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 every semester based on course and space availability.

**Program Length and Availability**

3 Semesters

Campus Availability: Hall, Forsyth, Barrow, Jackson, Dawson, Online.

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core - Total of 27 Hours

Area I - Language Arts/Communications Choose 6 Hours

ENGL 1101	Composition & Rhetoric	3
ENGL 1102	Literature & Composition	3

ENGL 1101: \*Required

Area II - Social/Behavioral Sciences - Choose 6 Hours

PSYC 1101	Introductory Psychology	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
POLS 1101	American Government	3
POLS 2401	Global Issues	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3

PSYC 1101 \*Required

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 1113	Precalculus	3
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Area IV - Humanities/Fine Arts - Choose 6 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective - Choose 6 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I And	3
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy & Physiology I And	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II And	3
BIOL 2114L	Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 2103	Human Development	3

RELG 1101	World Religions	3			
SOCI 1101	Introduction to Sociology	3	CHEM 1211	Chemistry I	3
SOCI 2600	Intro to Social Problems	3		And	
SPAN 1101	Intro to Spanish Lang/Culture	3	CHEM	Chemistry Lab I	1
SPCH 1101	Public Speaking	3	1211L		
THEA 1101	Theater Appreciation	3			
Science courses that have a corresponding lab course must be taken together. For example, BIOL 1111 and BIOL 1111L must be taken together.			CHEM 1212	Chemistry II	3
				And	
			CHEM	Chemistry Lab II	1
			1212L		
Occupational-Related-Elective-Choose-9-Hours			CIST 1001	Computer Concepts	4
ACCT 1100	Financial Accounting I	4	CIST 1130	Operating Systems Concepts	3
ACCT 1105	Financial Accounting II	4	CIST 1305	Program Design & Development	3
ACCT 2000	Managerial Accounting	3			
			CRJU 1010	Intro to Criminal Justice	3
BIOL 1111	Biology I	3	CRJU 1030	Corrections	3
	And		CRJU 1040	Principles of Law Enforcement	3
BIOL 1111L	Biology Lab I	1			
			ECCE 1101	Intro to Early Childhood Care	3
BIOL 2113	Anatomy & Physiology I	3			
	And		ECCE 1103	Child Growth & Development	3
BIOL 2113L	Anatomy & Physiology I Lab	1			
			ECCE 1105	Health Safety & Nutrition	3
BIOL 2114	Anatomy & Physiology II	3	MATH 1127	Introduction to Statistics	3
	And		MGMT 1100	Principles of Management	3
BIOL 2114L	Anatomy & Physiology II Lab	1	MGMT 1105	Organizational Behavior	3
			MGMT 1120	Introduction to Business	3
BIOL 2117	Introductory Microbiology	3	PHYS 1110	Conceptual Physics	3
	And			And	
BIOL 2117L	Introductory Microbiology Lab	1	PHYS 1110L	Conceptual Physics Lab I	1
BUSN 1180	Computer Graphics & Design	3	PSYC 2103	Human Development	3
BUSN 1190	Digital Technologies	2	PSYC 2250	Abnormal Psychology	3
BUSN 1410	Spreadsheet Concepts & Apps	4	SPAN 1101	Intro to Spanish Lang/Culture	3
BUSN 1420	Database Applications	4			
BUSN 2160	Electronic Mail Applications	2	SPCH 1101	Public Speaking	3
			<b>Subtotal: 36</b>		
CHEM 1151	Survey of Inorganic Chemistry	3	<b>Graduation Plan</b>		
	And		Semester 1		
CHEM 1151L	Survey of Inorganic Chem Lab	1	ENGL 1101	Composition & Rhetoric	3
				Area III General Education Core	3
CHEM 1152	Survey Organic & Biochemistry	3		General Education Core Electives	3
	And			Occupational Related Elective	3
CHEM 1152L	Survey Org Chem/Biochem Lab	1			
			<b>Subtotal: 12</b>		

ENGL 1101 - Pre-Req: Test Scores - See Advisor

Semester 2

ENGL 1102	Literature & Composition	3
PSYC 1101	Introductory Psychology	3
	Area IV General Education	3
	Core	
	Occupational Related	3
	Elective	

**Subtotal: 12**

ENGL 1102 - Pre-Req: ENGL 1101

PSYC 1101-Pre Req: Regular Admission for English

Semester 3

Apply for Graduation

	Area II General Education	3
	Core	
	Area IV General Education	3
	Core	
	General Education Core	3
	Electives	
	Occupational Related Elective	3

**Subtotal: 12**

## Interiors

### Interiors Degree Program

IN13

#### Program Description

The Interiors Associate of Applied Science (AAS) Degree 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 and Availability

5 Semesters

Campus Availability: Forsyth

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

## Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

## Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

## General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I And	3
BIOL 1111L	Biology Lab I	1
BIOL 2113	Anatomy & Physiology I And	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II And	3
BIOL 2114L	Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3

PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

## Program-Specific Core – Total of 51 Hours

INDS 1100	Interior Design Fundamentals	4
INDS 1115	Tech Drawing/Interior Design	4
INDS 1120	Codes/Build Sys/Interiors	3
INDS 1125	Lighting Tech for Interiors	2
INDS 1130	Materials and Resources	4
INDS 1145	CAD Fundamentals/Interiors	3
INDS 1150	Hist/Interiors/Architecture I	3
INDS 1135	Textiles for Interiors	3
INDS 1155	Hist/Int/Architecture II	3
INDS 1160	Interiors Seminar	3
INDS 2210	Design Studio I	3
INDS 2215	Design Studio II	3
INDS 2230	Design Studio III	3
INDS 1170	Interior Internship	3
INDS 2240	BUSN Practices/Design Prof	4

## Occupational-Related Elective – Choose 3 Hours

COMP 1000	Intro to Computer Literacy	3
DMPT 1010	Raster Imaging	4
MGMT 1120	Introduction to Business	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3

**Graduation requirement includes completion of a total**

of 66 hours in the above areas

**Subtotal: 66**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

INDS 1100	Interior Design Fundamentals	4
	Occupational Related Elective	3
INDS 1115	Tech Drawing/Interior Design	4
ENGL 1101	Composition & Rhetoric	3

**Subtotal: 14**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

Semester Two

	Area III General Education Core	3
INDS 1120	Codes/Build Sys/Interiors	3
INDS 1145	CAD Fundamentals/Interiors	3
INDS 1150	Hist/Interiors/Architecture I	3

**Subtotal: 12**

*INDS 1145:- Pre-Req: COMP 1000 + INDS 1115*

Semester Three

INDS 1125	Lighting Tech for Interiors	2
INDS 1135	Textiles for Interiors	3
INDS 1160	Interiors Seminar	3
INDS 2210	Design Studio I	3

**Subtotal: 11**

*INDS 1125:- Co-Req: INDS 1115*

*INDS 1135:- Pre-Req: INDS 1100*

*INDS 2210:- Co-Req: INDS 1145 + MATH 1012 or higher*

Semester Four

	Area IV General Education Core	3
INDS 1130	Materials and Resources	4
INDS 1155	Hist/Int/Architecture II	3
INDS 1170	Interior Internship	3
INDS 2215	Design Studio II	3

**Subtotal: 16**

*INDS 1130- Pre-Req: Regular Admission\* for English, Co-Req: INDS 1100*

*INDS 1170:- Pre-Req: INDS 1100 + INDS 1115, Co-Req: INDS 1130 + 1145 + 1150*

*INDS 2215:- Co-Req: INDS 1145 + MATH 1012 or higher*

Semester Five

Apply for Graduation

	Area II General Education Core	3
	General Education Core Electives	3
INDS 2230	Design Studio III	3
INDS 2240	BUSN Practices/Design Prof	4

**Subtotal: 13**

*INDS 2230:- Co-Req: INDS 1145 + MATH 1012 or higher*

*INDS 2240:- Pre-Req: INDS 1115 + INDS 1120 + INDS 1130*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 66**

**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

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum****Basic Skills – Total of 8 Hours**

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpers Relations/Prof Dev Or	2
PSYC 1010	Basic Psychology	3

**Program-Specific Core – Total of 48 Hours**

INDS 1100	Interior Design Fundamentals	4
INDS 1115	Tech Drawing/Interior Design	4
INDS 1120	Codes/Build Sys/Interiors	3
INDS 1125	Lighting Tech for Interiors	2
INDS 1130	Materials and Resources	4
INDS 1145	CAD Fundamentals/Interiors	3
INDS 1150	Hist/Interiors/Architechtue I	3
INDS 1135	Textiles for Interiors	3
INDS 1155	Hist/Int/Architecture II	3
INDS 1150	Interiors Seminar	3

1160		
INDS 2210	Design Studio I	3
INDS 2215	Design Studio II	3
INDS 2230	Design Studio III	3
INDS 2240	BUSN Practices/Design Prof	4

**Occupational-Related Elective – Choose 3 Hours**

COMP 1000	Intro to Computer Literacy	3
DMPT 1010	Raster Imaging	4
MGMT 1120	Introduction to Business	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3

**Graduation requirement includes completion of a total of 56 hours in the above areas****Subtotal: 56****Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

INDS 1100	Interior Design Fundamentals	4
	Occupational Related Elective	3
INDS 1115	Tech Drawing/Interior Design	4
ENGL 1010	Fundamentals of English I	3
		<b>Subtotal: 14</b>

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

MATH 1012	Foundations of Mathematics	3
INDS 1120	Codes/Build Sys/Interiors	3
INDS 1145	CAD Fundamentals/Interiors	3
INDS 1150	Hist/Interiors/Architechtue I	3
		<b>Subtotal: 12</b>

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

**Semester Three**

INDS 1125	Lighting Tech for Interiors	2
INDS 1135	Textiles for Interiors	3
INDS 1160	Interiors Seminar	3
INDS 2210	Design Studio I	3
		<b>Subtotal: 11</b>

*INDS 1125:- Co-Req: INDS 1115*

*INDS 1135:- Pre-Req: INDS 1100*

*INDS 2210:- Co-Req: INDS 1145 + MATH 1012 or higher*



Semester Four

INDS 1130	Materials and Resources	4
INDS 1155	Hist/Int/Architecture II	3
INDS 2215	Design Studio II	3

*INDS 1130:- Pre-Req: Regular Admission\* for English, Co-Req: INDS 1100*

*INDS 2215:- Co-Req: INDS 1145 + MATH 1012 or higher*

Choose One:

EMPL 1000	Interpers Relations/Prof Dev	2
	Or	
PSYC 1010	Basic Psychology	3

**Subtotal: 12**

Semester Five

Apply for Graduation

INDS 2230	Design Studio III	3
INDS 2240	BUSN Practices/Design Prof	4

**Subtotal: 7**

*INDS 2230:- Co-Req: INDS 1145 + MATH 1012 or higher*

*INDS 2240:- Pre-Req: INDS 1115 + INDS 1120 + INDS 1130*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 56**

**Interior Design Assistant Certificate Program**

ID11

**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

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 20 Hours

INDS 1100	Interior Design Fundamentals	4
INDS 1115	Tech Drawing/Interior Design	4
INDS 1120	Codes/Build Sys/Interiors	3
INDS 1125	Lighting Tech for Interiors	2
INDS 1130	Materials and Resources	4
INDS 1135	Textiles for Interiors	3

Occupational-Related Electives – Choose 6 Hours

(3 from Group One and 3 from Group Two)

Occupational-Related Electives (Group One)

BUSN 1240	Office Procedures	3
DFTG 1127	Architectural 3D Modeling	4
DMPT 1000	Introduction to Design	4
HORT 1720	Introductory Floral Design	4
INDS 1145	CAD Fundamentals/Interiors	3
INDS 1150	Hist/Interiors/Architechture I	3
INDS 1155	Hist/Int/Architecture II	3
INDS 1160	Interiors Seminar	3
MGMT 1120	Introduction to Business	3
MGMT 2120	Labor Management Relations	3
MKTG 1100	Principles of Marketing	3

Occupational-Related Electives (Group Two)

COMP 1000	Intro to Computer Literacy	3
DMPT 1010	Raster Imaging	4

MGMT 1120	Introduction to Business	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
		<b>Subtotal: 26</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

INDS 1100	Interior Design Fundamentals	4
INDS 1115	Tech Drawing/Interior Design	4
INDS 1130	Materials and Resources	4
	Occupational Related Elective Group One	3
		<b>Subtotal: 15</b>

*INDS 1130:- Pre-Req: Regular Admission\* for English, Co-Req: INDS 1100*

Semester Two

INDS 1120	Codes/Build Sys/Interiors	3
	Occupational Related Elective Group Two	3
		<b>Subtotal: 6</b>

Semester Three

Apply for Graduation

INDS 1125	Lighting Tech for Interiors	2
INDS 1135	Textiles for Interiors	3
		<b>Subtotal: 5</b>

*INDS 1125:- Co-Req: INDS 1115*

*INDS 1135:- Pre-Req: INDS 1100*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 26**

**Interior Window Treatments Certificate Program**

IW21

**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

**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.

**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, COMPASS, or ASSET test scores.

**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

**Graduation requirement includes completion of a total of 13 hours in the above areas**

**Subtotal: 13**

**Graduation Plan**

Semester One

INDS 1100	Interior Design Fundamentals	4
		<b>Subtotal: 4</b>

Semester Two

INDS 1170	Interior Internship	3
		<b>Subtotal: 3</b>

*INDS 1170:- Pre-Req: INDS 1100 + INDS 1115, Co-Req:*

INDS 1130 + 1145 + 1150

Semester Three

Apply for Graduation

INDS 1135	Textiles for Interiors	3
INDS 1160	Interiors Seminar	3

**Subtotal: 6**

INDS 1135:- Pre-Req: INDS 1100

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 13**

**Interior Design Sales Consultant Certificate Program**

ID31

**Program Description**

The Interiors Design Sales Consultant is a certificate program highlighting the unique skill set required to identify the needs of a customer and provide an opportunity for those needs to be met through the purchase of a product or service. Students learn how to maintain customer relations, to achieve sales goals, and to market products and services as required for the professional planning and designing of residential and commercial interior spaces.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

3 Semesters

Campus Availability: Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 23 Hours

INDS 1100	Interior Design Fundamentals	4
INDS 1130	Materials and Resources	4
INDS 1135	Textiles for Interiors	3
INDS 1150	Hist/Interiors/Architecture I	3
INDS 1155	Hist/Int/Architecture II	3

Occupational-Related Elective – Choose 6 Hours

COMP 1000	Intro to Computer Literacy	3
DMPT 1010	Raster Imaging	4
INDS 1125	Lighting Tech for Interiors	2
INDS 1160	Interiors Seminar	3
MGMT 1120	Introduction to Business	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3

**Graduation requirement includes completion of a total of 23 hours in the above areas**

**Subtotal: 23**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

INDS 1100	Interior Design Fundamentals	4
INDS 1130	Materials and Resources	4
INDS 1155	Hist/Int/Architecture II	3

**Subtotal: 11**

INDS 1130:- Pre-Req: Regular Admission\* for English, Co-Req: INDS 1100

Semester Two

INDS 1150	Hist/Interiors/Architecture I	3
	Occupational Related Electives	6

**Subtotal: 9**

Semester Three

Apply for Graduation		
INDS 1135	Textiles for Interiors	3
		<b>Subtotal: 3</b>

*INDS 1135:- Pre-Req: INDS 1100*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 23**

## Logistics

### Logistics Coordinator Certificate Program

LC21

#### Program Description

The Logistics Coordinator TCC program is a sequence of courses designed to prepare students for employment in the field of trucking and brokerage dispatch and traffic coordination. The program focuses on specific occupational courses in the are of logistics that provides an overview of the process from point of shipment origin to point of delivery.

#### Program Length and Availability

1 Semester

Campus Availability: Hall

#### 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.

#### Admissions Requirements

High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

## Curriculum

Program-Specific Core – Total of 15 Hours		
LOGI 1200	Introduction to Transportation Management	3
LOGI 1210	Third Party Logistics Management	3
LOGI 1220	Dispatch and Traffic Coordination for Trucking	3
LOGI 1230	Logistics Law and Rulings	3
LOGI 1240	TMS and LMS Operations	3
		<b>Subtotal: 15</b>

### Graduation Plan Certificate in Logistics Coordinator

Semester One

Apply for Graduation		
LOGI 1200	Introduction to Transportation Management	3
LOGI 1210	Third Party Logistics Management	3
LOGI 1220	Dispatch and Traffic Coordination for Trucking	3
LOGI 1230	Logistics Law and Rulings	3
LOGI 1240	TMS and LMS Operations	3
		<b>Subtotal: 15</b>

**\*Regular Admission means that a student has met all admissions requirements and that the student does not require any learning support classes.**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

## Marine Engine Technology

### Marine Engine Technology Diploma Program

ME12

#### Program Description

The Marine Engine Technology Diploma program is a sequence of courses designed to prepare students for careers in marine engine technology and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program

emphasizes a combination of marine engine technology theory and practical application necessary for successful employment in the field. Program graduates receive a Marine Engine Technology Diploma which qualifies them as entry level marine engine technicians.

**Program Specific Information**

Students are accepted each semester based on course and space availability.

**Program Length & Availability**

3 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

**Basic Skills – Total of 8 Hours**

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

**Program-Specific Core – Total of 32 Hours**

COMP 1000	Intro to Computer Literacy	3
MAET 1000	Safety Marine Fund & Prec Meas	3
MAET 1025	Marine Engine Fund & Servicing	4
MAET 1085	Marine Engine Fuel Systems	4
MAET 1150	Marine Accessories	4
MAET 1045	Marine Engine Electrical Syst	4
MAET 1070	Marine Engine Ignition Systems	3

MAET 1100	Marine Engine Cooling Systems	2
MAET 1125	Marine Drive Systems	5

**Graduation requirement includes completion of a total of 40 hours in the above areas**

**Subtotal: 40**

**Graduation Plan**

**Semester One**

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
MAET 1000	Safety Marine Fund & Prec Meas	3
MAET 1025	Marine Engine Fund & Servicing	4

**Subtotal: 13**

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

*MAET 1025:- Co-Req: MAET 1000*

**Semester Two**

COMP 1000	Intro to Computer Literacy	3
MAET 1045	Marine Engine Electrical Syst	4
MAET 1085	Marine Engine Fuel Systems	4
MAET 1150	Marine Accessories	4

**Subtotal: 15**

*MAET 1045, MAET 1085 and MAET 1150:- Co-Req: MAET 1000*

**Semester Three**

**Apply for Graduation**

EMPL 1000	Interpers Relations/Prof Dev	2
MAET 1070	Marine Engine Ignition Systems	3
MAET 1100	Marine Engine Cooling Systems	2
MAET 1125	Marine Drive Systems	5

**Subtotal: 12**

*MAET 1070:- Co-Req: MAET 1045*

*MAET 1100 and MAET 1125:- Co-Req: MAET 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 40**

## Basic Marine Engine Technician Certificate Program

**Subtotal: 15**

BM41

### Program Description

The Basic Marine Engine Technician certificate program trains students for entry level employment in a marine engine repair facility as a mechanic's helper. Topics covered include marine shop safety, shop operations, marine engine fundamentals and servicing, marine fuel systems, and marine accessories.

### Program Specific Information

Students are accepted each semester based on course and space availability.

### Program Length & Availability

1 Semester

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 15 Hours

MAET 1000	Safety Marine Fund & Prec Meas	3
MAET 1025	Marine Engine Fund & Servicing	4
MAET 1085	Marine Engine Fuel Systems	4
MAET 1150	Marine Accessories	4

**Graduation requirement includes completion of a total of 15 hours in the above areas**

### Graduation Plan

Semester One

Apply for Graduation

MAET 1000	Safety Marine Fund & Prec Meas	3
MAET 1025	Marine Engine Fund & Servicing	4
MAET 1085	Marine Engine Fuel Systems	4
MAET 1150	Marine Accessories	4

**Subtotal: 4**

*MAET 1025, MAET 1085 and MAET 1150: - Co-Req: MAET 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 14**

## Basic Marine Servicing Technician Certificate Program

BM61

### Program Description

The Basic Marine Servicing Technician certificate program trains students for entry level employment in a marina or marine dealership as a servicing technician. Topics covered include shop safety, shop operations, marine engine electrical theory, marine ignition systems, marine drive systems, and marine cooling systems.

### Program Specific Information

Students are accepted each semester based on course and space availability.

### Program Length & Availability

2 Semesters

Campus Availability: Hall

### 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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 17 Hours			
MAET 1000	Safety Marine Fund & Prec Meas		3
MAET 1045	Marine Engine Electrical Syst		4
MAET 1070	Marine Engine Ignition Systems		3
MAET 1100	Marine Engine Cooling Systems		2
MAET 1125	Marine Drive Systems		5

**Graduation requirement includes completion of a total of 17 hours in the above areas**

**Subtotal: 17**

**Graduation Plan**

Semester One

Apply for Graduation			
MAET 1000	Safety Marine Fund & Prec Meas		3
MAET 1145			4
MAET 1070	Marine Engine Ignition Systems		3
MAET 1100	Marine Engine Cooling Systems		2
MAET 1125	Marine Drive Systems		5
			<b>Subtotal: 17</b>

*MAET 1145, MAET 1100 and MAET 1125:- Co-Req: MAET 1000*

*MAET 1070:- Co-Req: MAET 1045*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 17**

**Mechatronics Technology**

**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 Associate of Applied Science (AAS) 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

**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.

**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,

COMPASS, or ASSET test scores.

## 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

SOCI 2600 Intro to Social Problems 3

#### Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101 Mathematical Modeling 3

MATH 1103 Quantitative Skills/Reasoning 3

MATH 1111 College Algebra 3

#### Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3

ENGL 2110 World Literature 3

ENGL 2130 American Literature 3

HUMN 1101 Intro to Humanities 3

MUSC 1101 Music Appreciation 3

RELG 1101 World Religions 3

THEA 1101 Theater Appreciation 3

#### General Education Core Elective – Choose 3 Hours

ARTS 1101 Art Appreciation 3

BIOL 1111 Biology I  
And

BIOL 1111L Biology Lab I 1

BIOL 2113 Anatomy & Physiology I  
And

BIOL 2113L Anatomy & Physiology I Lab 1

BIOL 2114 Anatomy & Physiology II  
And

BIOL 2114L Anatomy & Physiology II  
Lab 1

COMM 1100 Human Communication 3

ECON 1101 Principles of Economics 3

ECON 2105 Macroeconomics 3

ECON 2106 Microeconomics 3

ENGL 1102 Literature & Composition 3

ENGL 2110 World Literature 3

ENGL 2130 American Literature 3

HIST 1111 World History I 3

HIST 1112 World History II 3

HIST 2111 U.S. History I 3

HIST 2112 U.S. History II 3

HUMN 1101 Intro to Humanities 3

MATH 1101 Mathematical Modeling 3

MATH 1103 Quantitative Skills/Reasoning 3

MATH 1111 College Algebra 3

MATH 1113 Precalculus 3

MATH 1127 Introduction to Statistics 3

MATH 1131 Calculus I 4

MUSC 1101 Music Appreciation 3

PHYS 1110 Conceptual Physics  
And

PHYS 1110L Conceptual Physics Lab I 1

POLS 1101 American Government 3

POLS 2401 Global Issues 3

PSYC 1101 Introductory Psychology 3

PSYC 2103 Human Development 3

RELG 1101 World Religions 3

SOCI 1101 Introduction to Sociology 3

SOCI 2600 Intro to Social Problems 3

SPAN 1101 Intro to Spanish Lang/Culture 3

SPCH 1101 Public Speaking 3

THEA 1101 Theater Appreciation 3

#### Program-Specific Core – Total of 39 Hours

ELTR 1010 Direct Current Fundamentals  
Or

IDFC 1011 Direct Current I  
Or

IDSY 1101 DC Circuit Analysis 3

ELTR 1020 Alternating Current  
Fundamenta

IDFC 1012 Alternating Current I  
Or

IDSY 1105 AC Circuit Analysis 3

IDFC 1013 Solid State Devices 3

IDSY 1110 Industrial Motor Controls I 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
<b>Occupational-Related Electives – Choose 6 Hours</b>		
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 Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting Or Any other AIRC, AUMF, BUAS, ELCR, IDSY, MCHT, or WELD course approved by your advisor	4

**Graduation requirement includes completion of a total of 60 hours in the above areas**

**Subtotal: 60**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

ENGL 1101	Composition & Rhetoric	3
	Area II General Education Core	3
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

**Subtotal: 12**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

**Semester Two**

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1190	Fluid Power Systems	4

**Subtotal: 12**

**Semester Three**

	Area IV General Education Core	3
	General Education Core Electives	3
AUMF 1150	Introduction to Robotics	3

IDSY 1210	Industrial Motor Controls II	4
		<b>Subtotal: 13</b>

*IDSY 1210:- Co-Req: IDSY 1110*

**Semester Four**

IDFC 1013	Solid State Devices	3
IDSY 1220	Intermediate Industrial PLCs Occupational Related Elective	4 3

**Subtotal: 10**

*IDFC 1013:- Pre-Req: (IDSY 1101+1105) or (IDFC 1000+1012))*

*IDSY 1220:- Pre-Req: IDSY 1120*

**Semester Five**

**Apply for Graduation**

	Area III General Education Core	3
IDSY 1230	Industrial Instrumentation	4
MCTX 2250	Mechatronics Capstone Occupational Related Elective	3 3

MCTX 2250 Pre-Req: IDFC 1013, IDSY 1190, IDSY 1220

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 60**

**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

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev Or	2
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics Or	3
MATH 1013	Algebraic Concepts	3
Program-Specific Core – Total of 39 Hours		
ELTR 1010	Direct Current Fundamentals Or	3
IDFC 1011	Direct Current I Or	3
IDSY 1101	DC Circuit Analysis	3
ELTR 1020	Alternating Current Fundamenta Or	3

IDFC 1012	Alternating Current I Or	3
IDSY 1105	AC Circuit Analysis	3
IDFC 1013	Solid State Devices	3
IDSY 1110	Industrial Motor Controls I	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

**Graduation requirement includes completion of a total of 47 hours in the above areas**

**Subtotal: 47**

### Graduation Plan

Semester One

ENGL 1010	Fundamentals of English I	3
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*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

Choose One:

PSYC 1010	Basic Psychology	3
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Or

EMPL 1000	Interpers Relations/Prof Dev	2
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Choose One:

MATH 1012	Foundations of Mathematics	3
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Or

MATH 1013	Algebraic Concepts	3
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IDSY 1101	DC Circuit Analysis	3
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*MATH 1012 and MATH 1013:- Pre-Req: Test Scores – See Advisor*

Required

IDSY 1101	DC Circuit Analysis	3
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**Subtotal: 11**

Semester Two

IDSY 1105	AC Circuit Analysis	3
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IDSY 1110	Industrial Motor Controls I	4
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IDSY 1120	Basic Industrial PLCs	4
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IDSY 1190	Fluid Power Systems	4
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**Subtotal: 15**

Semester Three

AUMF 1150	Introduction to Robotics	3
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IDSY 1210	Industrial Motor Controls II	4
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IDFC 1013	Solid State Devices	3
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**Subtotal: 10**

*IDSY 1210:- Co-Req: IDSY 1110*

*IDFC 1013:- Pre-Req: (IDSY 1101+1105) or (IDFC 1000+1012)*

Semester Four

Apply for Graduation

IDSY 1220	Intermediate Industrial PLCs	4
IDSY 1230	Industrial Instrumentation	4
MCTX 2250	Mechatronics Capstone	3

**Subtotal: 11**

*IDSY 1220:- Pre-Req: IDSY 1120*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 47**

## Mechatronics Systems Technician Certificate Program

MB71

### Program Description

The Mechatronics Systems Technician certificate program is designed to prepare students to support the installation, calibration, maintenance, repair, and troubleshooting of complex mechatronics-related systems, equipment, and component parts used in today's advanced manufacturing environment. In addition to an overview of automated manufacturing processes, content provides foundational skills in electronics, mechanical components, fluid power, robotics, motors, and programmable logic controllers.

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

3 Semesters

Campus Availability: Hall, Barrow

### 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.

### Admissions Requirements

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 16 Hours

IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
AUMF 1110	Flexible Manufacturing Syst I	5
AUMF 1210	Flexible Manufacturing Sys II	5

**Graduation requirement includes completion of a total of 12 hours in the above areas**

**Subtotal: 16**

### Graduation Plan

Semester One

IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

**Subtotal: 6**

Semester Two

AUMF 1110	Flexible Manufacturing Syst I	5
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**Subtotal: 5**

AUMF 1110 - Pre-Req: IDSY 1101 + IDSY 1105

Semester Three

Apply for Graduation

AUMF 1210	Flexible Manufacturing Sys II	5
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**Subtotal: 5**

AUMF 1210 - Pre-Req: AUMF 1110

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

## Mechatronics Technician Certificate Program

MT21

### 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

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 12 Hours

IDSY 1005	Intro to Mechatronics	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4

**Graduation requirement includes completion of a total of 12 hours in the above areas**

**Subtotal: 12**

### Graduation Plan

Semester One

Apply for Graduation

IDSY 1005	Intro to Mechatronics	4
IDSY 1170	Industrial Mechanics	4
IDSY 1190	Fluid Power Systems	4

**Subtotal: 12**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

## Medical Assisting

### Medical Assisting Degree

MA23

### Program Description

The Medical Assisting Associate of Applied Science (AAS) 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 part-time and full-time, day and evening program.

Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.

All courses must be completed prior to enrolling in MAST 1170 Medical Assisting Externship. The supervised, unpaid externship in an ambulatory health care setting performing administrative and clinical procedures must be completed prior to graduation. The externship experience and instruction of students are meaningful and parallel in content and concept with the material presented in lecture and laboratory sessions. Clinical sites are selected so that

each student is afforded a variety of experiences, while at the same time provided consistent learning opportunities. The students in externships are supervised, and are not allowed to receive any kind of compensation. Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately \$50. Any student completing externship during the months October to March will be required to obtain a flu vaccination.

Students must create an account through Acemapp to be approved to begin their externship. The cost of an Acemapp account is \$50.00.

### Program Admissions Requirements

Criminal background checks and drug screens are required for participation in clinical experiences.

Transfer students who have completed an MA diploma elsewhere need to have graduated from a regionally accredited institution and from a CAAHEP or ABHES accredited medical assisting program. These students must also provide evidence of current CMA Certification through the American Association of Medical Assistants.

### Program Length & Availability

5 Semesters

Campus Availability: Hall, Forsyth, Barrow and evenings at Dawson

### 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.

### 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, COMPASS, or ASSET test scores.

## Curriculum

### General Education Core – Total of 15 Hours

#### Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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#### Area II – Social/Behavioral Sciences – Choose 3 Hours

PSYC 1101	Introductory Psychology	3
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#### Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
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MATH 1103	Quantitative Skills/Reasoning	3
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MATH 1111	College Algebra	3
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#### Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
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ENGL 2110	World Literature	3
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ENGL 2130	American Literature	3
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HUMN 1101	Intro to Humanities	3
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MUSC 1101	Music Appreciation	3
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RELG 1101	World Religions	3
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THEA 1101	Theater Appreciation	3
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#### General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
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BIOL 1111	Biology I And	3
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BIOL 1111L	Biology Lab I	1
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COMM 1100	Human Communication	3
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ECON 1101	Principles of Economics	3
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ECON 2105	Macroeconomics	3
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ECON 2106	Microeconomics	3
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ENGL 1102	Literature & Composition	3
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ENGL 2110	World Literature	3
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ENGL 2130	American Literature	3
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HIST 1111	World History I	3
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HIST 1112	World History II	3
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HIST 2111	U.S. History I	3
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HIST 2112	U.S. History II	3
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HUMN 1101	Intro to Humanities	3
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MATH 1101	Mathematical Modeling	3
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MATH 1103	Quantitative Skills/Reasoning	3
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MATH 1111	College Algebra	3
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MATH 1113	Precalculus	3
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MATH 1127	Introduction to Statistics	3
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MATH 1131	Calculus I	4
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MUSC 1101	Music Appreciation	3
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PHYS 1110	Conceptual Physics	3
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PHYS 1110L	And Conceptual Physics Lab I	1	Area III General Education Core	3
POLS 1101	American Government	3	ALHS 1090	Medical Terminology for ALHS
POLS 2401	Global Issues	3		<b>Subtotal: 11</b>
PSYC 1101	Introductory Psychology	3	<i>ENGL 1101:- Pre-Req: Test Scores – See Advisor</i>	
PSYC 2103	Human Development	3	Semester Two	
RELG 1101	World Religions	3	PSYC 1101	Introductory Psychology
SOCI 1101	Introduction to Sociology	3	BIOL 2113	Anatomy & Physiology I
SOCI 2600	Intro to Social Problems	3	BIOL 2113L	Anatomy & Physiology I Lab
SPAN 1101	Intro to Spanish Lang/Culture	3	MAST 1010	Legal/Ethic Concerns/Med Off
SPCH 1101	Public Speaking	3		General Education Core
THEA 1101	Theater Appreciation	3		Electives
Program-Specific Core – Total of 48 Hours				<b>Subtotal: 12</b>
COMP 1000	Intro to Computer Literacy	3	<i>PSYC 1101:- Pre-Req: Regular Admission* for Engl/Read</i>	
ALHS 1090	Medical Terminology for ALHS	2	<i>BIOL 2113:- Pre-Req: Regular Admission*, Co-Req: ENGL 1101 + BIOL 2113L</i>	
BIOL 2113	Anatomy & Physiology I	3	<i>BIOL 2113L:- Co-Req: BIOL 2113</i>	
BIOL 2113L	Anatomy & Physiology I Lab	1	<i>MAST 1010:- Pre-Req: Program Admission</i>	
BIOL 2114	Anatomy & Physiology II	3	Semester Three	
BIOL 2114L	Anatomy & Physiology II Lab	1	BIOL 2114	Anatomy & Physiology II
MAST 1010	Legal/Ethic Concerns/Med Off	2	BIOL 2114L	Anatomy & Physiology II Lab
MAST 1030	Pharmacology/Med Office	4		Area IV General Education Core
MAST 1060	Medical Office Procedures	4	MAST 1060	Medical Office Procedures
MAST 1080	Medical Assisting Skills I	4		<b>Subtotal: 11</b>
MAST 1090	Medical Assisting Skills II	4	<i>BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L</i>	
MAST 1100	Medical Insurance Mgmt	2	<i>BIOL 2114L:- Co-Req: BIOL 2114</i>	
MAST 1110	Administrative Practice Mgmt	3	<i>MAST 1060:- Pre-Req: Program Admission</i>	
MAST 1120	Human Diseases	3	Semester Four	
MAST 1170	Medical Assisting Externship	6	MAST 1030	Pharmacology/Med Office
MAST 1180	Medical Assisting Seminar	3	MAST 1080	Medical Assisting Skills I
<i>MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1120, MAST 1170 and MAST 1180: Core, BIOL, ALHS, and COMP courses must be completed with a minimum GPA of 2.5 before beginning MAST coursework.</i>			MAST 1100	Medical Insurance Mgmt
			MAST 1120	Human Diseases
		<b>Subtotal: 63</b>		<b>Subtotal: 13</b>

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

COMP 1000	Intro to Computer Literacy	3
ENGL 1101	Composition & Rhetoric	3

MAST 1100:- Pre-Req: ALHS 1090 + ALHS 1011 (or BIOL 2113 + BIOL 2114) + COMP 1000 + ENGL 1010/1101

MAST 1030:- Pre-Req: ENGL 1010/1101 + ALHS 1011 (or BIOL 2113+Lab and BIOL 2114+Lab) + ALHS 1090 + PSYC 1010/1101 + MATH 1012 or higher

MAST 1080:- Pre-Req: See MAST 1030

MAST 1120:- Pre-Req: ALHS 1011 + ALHS 1090

Semester Five

Apply for Graduation

Part of Term One (First Half Semester)

MAST 1090	Medical Assisting Skills II	4
MAST 1110	Administrative Practice Mgmt	3

MAST 1090:- Pre-Req: MAST 1080 + MAST 1030

MAST 1110:- Pre-Req: See MAST 1100

Part of Term Two (Second Half Semester)

MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3

**Subtotal: 16**

MAST 1170 and MAST 1180:- Pre-Req: All MAST Courses, Co-Req: MAST 1180

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 63**

**Additional Program Information**

Student Retention Rates

Year	Percent
2019	94.74%
2018	100%
2017	93.02%
2016	96.10%
2015	92.68%
5 Year Average	95.11%

**Medical Assisting Diploma**

**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 part-time and full-time, day and evening program.

Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.

All courses must be completed prior to enrolling in MAST 1170 Medical Assisting Externship.

**Program Admissions Requirements:**

Criminal background checks and drug screens are required for participation in clinical experiences.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall, Forsyth, Barrow and evenings at Dawson

**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.

**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, COMPASS, or ASSET test scores.

**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
<b>Program-Specific Core – Total of 45 Hours</b>		
ALHS 1011	Structure/Function- Human Body	5
COMP 1000	Intro to Computer Literacy	3
ALHS 1090	Medical Terminology for ALHS	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
		<b>Subtotal: 54</b>

**Graduation Plan****Semester One**

COMP 1000	Intro to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
ALHS 1011	Structure/Function- Human Body	5
ALHS 1090	Medical Terminology for ALHS	2
		<b>Subtotal: 13</b>

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission\**

**Semester Two**

MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
MAST 1010	Legal/Ethic Concerns/Med Off	2
MAST 1100	Medical Insurance Mgmt	2
		<b>Subtotal: 10</b>

*MAST 1010:- Pre-Req: Program Admission*

*MAST 1100:- Pre-Req: ALHS 1090 + ALHS 1011 (or BIOL 2113 + BIOL 2114) + COMP 1000 + ENGL 1010/1101*

**Semester Three**

MAST 1030	Pharmacology/Med Office	4
MAST 1060	Medical Office Procedures	4
MAST 1080	Medical Assisting Skills I	4
MAST 1120	Human Diseases	3
		<b>Subtotal: 15</b>

*MAST 1030:- Pre-Req: ENGL 1010/1101 + ALHS 1011 (or BIOL 2113+Lab and BIOL 2114+Lab) + ALHS 1090 + PSYC 1010/1101 + MATH 1012 or higher)*

*MAST 1060 and MAST 1120:- Pre-Req: Program Admission*

*MAST 1080:- Pre-Req: See MAST 1030*

**Semester Four**

Apply for Graduation

Part of Term One (First Half Semester)

MAST 1090	Medical Assisting Skills II	4
MAST 1110	Administrative Practice Mgmt	3

*MAST 1090:- Pre-Req: MAST 1080 + MAST 1030*

*MAST 1110:- Pre-Req: See MAST 1100*

Part of Term Two (Second Half Semester)

MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3
		<b>Subtotal: 16</b>

*MAST 1170 and MAST 1180:- Pre-Req: All MAST Courses, Co-Req: MAST 1180*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 54**

**Program Accreditation**

The Lanier Technical College Medical Assisting diploma program is 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, 9355 - 113th St. N, #7709 Seminole, FL 33775, 727-210-2350, [www.caahep.org](http://www.caahep.org). Lanier Technical College does not accept credit for experiential learning.

**Additional Program Information**

Student Retention Rates



Year	Percent
2018	100%
2017	93.02%
2016	96.10%
2015	92.68%
2014	90.20%
5 Year Average	94%

## Medical Administrative Assistant Certificate

### MH71

#### Program Description

The Medical Administrative Assistant will work in the front office of a physician's office, clinic or other out-patient facilities greeting patients, answering the telephone, making appointments, and gathering information from patients for patient files. In addition, these individuals should possess good interpersonal and customer service skills - being courteous, professional, and helpful - are critical for this job. Being an active listener often is a key quality needed that requires the ability to listen patiently to the points being made, to wait to speak until others have finished, and to ask appropriate questions when necessary. In addition, the ability to relay information accurately to others is important.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

Medical Assisting is a part-time and full-time, day and evening program.

Students must complete ALL MAST COURSES with a grade of C or higher in order to graduate.

#### Program Length & Availability

2 Semesters

Campus Availability: Hall, Forsyth, Barrow, Jackson, and evenings at Dawson

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

Program-Specific Core – Total of 24 Hours

ENGL 1010	Fundamentals of English I	3
ALHS 1011	Structure/Function- Human Body	5
COMP 1000	Intro to Computer Literacy	3
ALHS 1090	Medical Terminology for ALHS	2
MAST 1010	Legal/Ethic Concerns/Med Off	2
MAST 1060	Medical Office Procedures	4
MAST 1100	Medical Insurance Mgmt	2
MAST 1110	Administrative Practice Mgmt	3
		<b>Subtotal: 24</b>

#### Graduation Plan

Semester One

COMP 1000	Intro to Computer Literacy	3
ENGL 1010	Fundamentals of English I	3
ALHS 1090	Medical Terminology for ALHS	2
ALHS 1011	Structure/Function- Human Body	5
		<b>Subtotal: 13</b>

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission\**

Semester Two

Apply for Graduation

MAST 1010	Legal/Ethic Concerns/Med Off	2
MAST 1060	Medical Office Procedures	4
MAST 1100	Medical Insurance Mgmt	2
MAST 1110	Administrative Practice Mgmt	3

**Subtotal: 11**

*MAST 1010:- Pre-Req: ENGL 1010/1101 + COMP 1000  
+ ALHS 1011 (or BIOL 2113+Lab and BIOL 2114+Lab)  
+ ALHS 1090*

*MAST 1060, MAST 1100 and MAST 1110:- Pre-Req: See  
MAST 1010*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 24****Additional Program Information**

## Student Retention Rates

Year	Percent
2018	100%
2017	93.02%
2016	96.10%
2015	92.68%
2014	90.20%
5 Year Average	94%

## Motorsports Vehicle Technology

### Motorsports Vehicle Technology Degree

**MVT3****Program Description**

The Motorsports Vehicle Technology Associate of Applied Science (AAS) 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.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
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ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3
General Education Core Elective – Choose 3 Hours		
ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
	And	
BIOL 1111L	Biology Lab I	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics	3
	And	
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3
Program-Specific Core – Total of 46 Hours		
MSVT 1000	Intro Motorsports/Race Sys	3
MSVT 1010	Electrical Systems	4
MSVT 1040	Gear Box & Final Drives	4

MSVT 1030	Motorsports Welding	3
	Or	
WELD 1000	Intro Welding Technology	4
MSVT 2000	Motorsports Composites	5
	Or	
MSVT 2005	Body/Chassis Design/Fabricatio	5
MCHT 1011	Intro to Machine Tool	4
	Or	
MSVT 1020	Motorsports Machine Tool	4
	Or	
ACRP 1000	Intro/Auto Collision Repair	4
	Or	
DFTG 1101	CAD Fundamentals	4
MSVT 1090	Motorsports Internship	4
MSVT 1050	Fabrication Techniques	6
MSVT 2010	Engine Design Bldg/Testing	3
MSVT 2020	Race Car Preparation/Testing	3
MSVT 2090	Motorsports Internship II	4

Occupational-Related Elective – Choose 3 Hours

COMP 1000	Intro to Computer Literacy	3
ENGT 1000	Intro to Engineering Tech	3
MGMT 1100	Principles of Management	3
MGMT 1120	Introduction to Business	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MSVT 2030	Composites Applications	3

**Subtotal: 61**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

Area III General Education Core	3	
MSVT 1000	Intro Motorsports/Race Sys	3

*MSVT 1000:- Pre-Req: Regular Admission\**

Choose One:

MCHT 1011	Intro to Machine Tool	4
	Or	
ACRP 1000	Intro/Auto Collision Repair	4
	Or	
DFTG 1101	CAD Fundamentals	4

Choose One:

WELD 1000	Intro Welding Technology	4
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	Or		
MSVT 1030	Motorsports Welding	3	
			<b>Subtotal: 13</b>

## Semester Two

ENGL 1101	Composition & Rhetoric	3	
MSVT 2020	Race Car Preparation/Testing	3	
MSVT 1050	Fabrication Techniques	6	

*ENGL 1101: Pre-Req: Test Scores – See Advisor*

*MSVT 2020: Co-Req: MSVT 1000*

*MSVT 1050: Co-Req: MSVT 1000*

## Choose One:

MSVT 2000	Motorsports Composites	5	
	Or		
MSVT 2005	Body/Chassis Design/Fabricatio	5	

**Subtotal: 17**

*MSVT 2000:- Co-Req: MSVT 1000*

*MSVT 2005:- Pre-Req: MSVT 1000*

## Semester Three

MSVT 1010	Electrical Systems	4	
MSVT 1040	Gear Box & Final Drives	4	
MSVT 1090	Motorsports Internship	4	
	Occupational Related	3	
	Elective		

**Subtotal: 15**

*MSVT 1010 and MSVT 1040:- Pre-Req: MSVT 1000*

*MSVT 1090:- Co-Req: MSVT 1000*

## Semester Four

	Area II General Education	3	
	Core		
	Area IV General Education	3	
	Core		
MSVT 2010	Engine Design Bldg/Testing	3	
	General Education Core	3	
	Electives		

**Subtotal: 12**

*MSVT 2010:- Co-Req: MSVT 1000*

## Semester Five

## Apply for Graduation

MSVT 2090	Motorsports Internship II	4	
			<b>Subtotal: 4</b>

*MSVT 2090:- Pre-Req: MSVT 1090*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 61**

## Motorsports Vehicle Technology Diploma

### 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.

#### Program Length & Availability

4 Semesters

Campus Availability: Hall

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2

MATH 1012	Foundations of Mathematics	3
	Or	
MCHT 1014		3
<b>Program-Specific Core – Total of 46 Hours</b>		
MSVT 1000	Intro Motorsports/Race Sys	3
MSVT 1010	Electrical Systems	4
MSVT 1040	Gear Box & Final Drives	4
MSVT 1030	Motorsports Welding	3
	Or	
WELD 1000	Intro Welding Technology	4
MSVT 2000	Motorsports Composites	5
	Or	
MSVT 2005	Body/Chassis Design/Fabricatio	5
MCHT 1011	Intro to Machine Tool	4
	Or	
MSVT 1020	Motorsports Machine Tool	4
	Or	
ACRP 1000	Intro/Auto Collision Repair	4
	Or	
DFTG 1101	CAD Fundamentals	4
<b>Occupational-Related Elective – Choose 3 Hours</b>		
COMP 1000	Intro to Computer Literacy	3
ENGT 1000	Intro to Engineering Tech	3
MGMT 1100	Principles of Management	3
MGMT 1120	Introduction to Business	3
MKTG 1100	Principles of Marketing	3
MKTG 1160	Professional Selling	3
MSVT 2030	Composites Applications	3
		<b>Subtotal: 54</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One**

<b>Choose One:</b>		
MATH 1012	Foundations of Mathematics	3
	Or	
MCHT 1013	Machine Tool Math	3
MSVT 1000	Intro Motorsports/Race Sys	3
<i>MATH 1012 and MCHT 1013:- Pre-Req: Test Scores – See Advisor</i>		
<i>MSVT 1000:- Pre-Req: Regular Admission*</i>		

<b>Choose One:</b>		
MCHT 1011	Intro to Machine Tool	4
	Or	
ACRP 1000	Intro/Auto Collision Repair	4
	Or	
DFTG 1101	CAD Fundamentals	4
<b>Choose One:</b>		
WELD 1000	Intro Welding Technology	4
	Or	
MSVT 1030	Motorsports Welding	3
EMPL 1000	Interpers Relations/Prof Dev	2
		<b>Subtotal: 15</b>

**Semester Two**

ENGL 1010	Fundamentals of English I	3
MSVT 2020	Race Car Preparation/Testing	3
MSVT 2010	Engine Design Bldg/Testing	3
<i>ENGL 1010:- Pre-Req: Test Scores – See Advisor</i>		
<i>MSVT 2020 and MSVT 2010:- Co-Req: MSVT 1000</i>		
<b>Choose One:</b>		
MSVT 2000	Motorsports Composites	5
	Or	
MSVT 2005	Body/Chassis Design/Fabricatio	5
		<b>Subtotal: 14</b>

*MSVT 2000:- Co-Req: MSVT 1000*

*MSVT 2005:- Pre-Req: MSVT 1000*

**Semester Three**

MSVT 1010	Electrical Systems	4
MSVT 1040	Gear Box & Final Drives	4
MSVT 1090	Motorsports Internship	4
		<b>Subtotal: 12</b>

*MSVT 1010 and MSVT 1040:- Pre-Req: MSVT 1000*

*MSVT 1090:- Co-Req: MSVT 1000*

**Semester Four**

**Apply for Graduation**

MSVT 2090	Motorsports Internship II	4
	Occupational Related Elective	3
MSVT 1050	Fabrication Techniques	6
		<b>Subtotal: 13</b>

*MSVT 2090:- Pre-Req: MSVT 1090*

*MSVT 1050:- Pre-Req: WELD 1000 or MSVT 1030, Co-Req: MSVT 1000*

**This plan is for informational purposes ONLY. It is**

**not a substitute for meeting with a program advisor each term.**

**Subtotal: 54**

## Motorsports Chassis Technician Certificate

### MCB1

#### Program Description

The Motorsports Chassis Technician certificate of credit prepares students for entry into the motorsports racing industry as a racing vehicle chassis technician. Graduates will receive a Motorsports Chassis Technician certificate of credit.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length & Availability

2 Semesters

Campus Availability: Hall

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

Program-Specific Core – Total of 19 Hours			
MSVT 1000	Intro Motorsports/Race Sys		3
MCHT 1011	Intro to Machine Tool		4
	Or		
MSVT 1020	Motorsports Machine Tool		4

	Or		
ACRP 1000	Intro/Auto Collision Repair		4
MSVT 1030	Motorsports Welding		3
	Or		
WELD 1000	Intro Welding Technology		4
MSVT 1050	Fabrication Techniques		6
MSVT 2020	Race Car Preparation/Testing		3

**Subtotal: 19**

#### Graduation Plan

##### Semester One

MSVT 1000	Intro Motorsports/Race Sys		3
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*MSVT 1000:- Pre-Req: Regular Admission\**

##### Choose One:

MCHT 1011	Intro to Machine Tool		4
	Or		
ACRP 1000	Intro/Auto Collision Repair		4
	Or		
DFTG 1101	CAD Fundamentals		4

##### Choose One:

WELD 1000	Intro Welding Technology		4
	Or		
MSVT 1030	Motorsports Welding		3

**Subtotal: 10**

##### Semester Two

##### Apply for Graduation

MSVT 2020	Race Car Preparation/Testing		3
MSVT 1050	Fabrication Techniques		6

**Subtotal: 9**

*MSVT 2020: Co-Req: MSVT 1000*

*MSVT 1050: Co-Req: MSVT 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 19**

## Motorsports Engine Builder Certificate

### MEB1

#### Program Description

The Motorsports Engine Builder technical certificate of credit prepares students for an entry level or apprenticeship in an engine building, testing, or machining facility. The

program deals with assembly and disassembly of components, precision measurement of wear, and assembly procedures involved in blueprinting an engine. The program also covers related lubrication, cooling, and ignition systems and components used on modern racing engines. The course includes engine hook up to an engine dynamometer and proper engine break in and dyno testing.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**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
			<b>Subtotal: 10</b>

**Graduation Plan**

Semester One

Apply for Graduation			
MSVT 1000	Intro Motorsports/Race Sys		3

MCHT 1011	Intro to Machine Tool	4
MSVT 2010	Engine Design Bldg/Testing	3

*MSVT 1000:- Pre-Req: Regular Admission\**

*MSVT 2010:- Co-Req: MSVT 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10**

**Motorsports Fabrication Technician Certificate**

**MFT1**

**Program Description**

The Motorsports Fabrication technical certificate of credit prepares students for an entry level or apprenticeship position in a racing vehicle shop, custom shop, or street rod shop fabricating related parts. The student will learn how to identify types of metals, form various shapes, and identify types of fastening methods for various applications. Students will also learn machining methods as they apply to basic fabrication and the fabrication techniques associated with carbon fiber race cars of the installation methods of fitting body panels to IMCA style stock cars.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 21 Hours

MSVT 1000	Intro Motorsports/Race Sys	3
MCHT 1011	Intro to Machine Tool Or	4
MSVT 1020	Motorsports Machine Tool Or	4
ACRP 1000	Intro/Auto Collision Repair	4
MSVT 1030	Motorsports Welding Or	3
WELD 1000	Intro Welding Technology	4
MSVT 1050	Fabrication Techniques	6
MSVT 2000	Motorsports Composites Or	5
MSVT 2005	Body/Chassis Design/Fabricatio	5

**Subtotal: 21**

**Graduation Plan**

Semester One

MSVT 1000	Intro Motorsports/Race Sys	3
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*MSVT 1000:- Pre-Req: Regular Admission\**

Choose One:

MCHT 1011	Intro to Machine Tool Or	4
ACRP 1000	Intro/Auto Collision Repair Or	4
DFTG 1101	CAD Fundamentals	4

Choose One:

WELD 1000	Intro Welding Technology Or	4
MSVT 1030	Motorsports Welding	3

**Subtotal: 10**

Semester Two

Apply for Graduation

Choose One:

MSVT 2000	Motorsports Composites Or	5
MSVT 2005	Body/Chassis	5

Design/Fabricatio

MSVT 1050	Fabrication Techniques	6
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**Subtotal: 11**

*MSVT 2000: Co-Req: MSVT 1000*

*MSVT 2005: Pre-Req: MSVT 1000*

*MSVT 1050: Co-Req: MSVT 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 21**

**Nurse Aide**

**Nurse Aide Certificate**

**NA31**

**Program Description**

The main role of a Nurse Aide is to provide basic care to patients and assist them in daily activities that they might have trouble with on their own. This can include bathing, feeding, or other activities in daily life. The ideal Nurse Aide is compassionate and enjoys helping others. In nursing or long-term care facilities, an Aide is often a patient's main caregiver. An Aide should have good communication skills as it's their job to bring all patient concerns and issues to their supervisor. Nurse Aides may also work with medical technology, including billing software, health information software, and/or medical record charting software. On the job, Nurse Aides report to either registered nurses or licensed practical nurses or licensed vocational nurses.

**Program Specific Information**

- Students are accepted each semester based on space and course availability.
- Students must complete ALL COURSES with a grade of C or higher in order to graduate.
- NNAAP test *must* be taken within one year of program completion.
- Please be advised that though a student may complete Nurse Aide coursework while under the age of 18, many employers require individuals to be at least 18 for employment.



## Program Length & Availability

1 Semester

Campus Availability: Hall, Forsyth, Jackson, Barrow, Dawson

### 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.

### Admissions Requirements

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 10 Hours

ALHS 1090	Medical Terminology for ALHS	2
ALHS 1113	Intro to Health Professions	2
NAST 1100	Nurse Aide Fundamentals	6

*ALHS 1090, ALHS 1113 and NAST 1100: A minimum grade of C is required in all courses for this program.*

**Subtotal: 10**

### Graduation Plan

Semester One

Apply for Graduation

ALHS 1090	Medical Terminology for ALHS	2
ALHS 1113	Intro to Health Professions	2
NAST 1100	Nurse Aide Fundamentals	6

*NAST 1100:- Co-Req: ALHS 1090 + ALHS 1113*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10**

## Paramedicine

### Paramedicine Degree

**PT13**

## Program Description

The Paramedicine Associate of Applied Science (AAS) 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/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.

### Program Specific Admissions Requirements

Prior to beginning the Paramedicine degree, students must provide documentation of current EMT-AEMT Certification (EMT level certification will be admitted on a case by case basis.)

Due to the intensive nature of the program it is recommended that all general education course work be completed before the start of the Paramedic program.

Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facilities. Cost is approximately \$50. Students will also be required to provide a certificate of health from their health care provider and vaccination records as required by clinical sites. Further details on the background

check and medical documentation can be provided during advisement and details will be provided on the first day of class.

### Program Length & Availability

5 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	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
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Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I And	3
BIOL 1111L	Biology Lab I	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

**Program-Specific Core – Total of 52 Hours**

BIOL 2113	Anatomy & Physiology I	3
	And	
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
	And	
BIOL 2114L	Anatomy & Physiology II Lab	1
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
<b>Subtotal: 67</b>		

**Graduation Plan – Fall Core Start/Spring EMSP Start**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One - Fall**

ENGL 1101	Composition & Rhetoric	3
	Area II General Education Core	3
	Area III General Education Core	3
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1
<b>Subtotal: 13</b>		

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*  
*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req: ENGL 1101 + BIOL 2113L*  
*BIOL 2113L:- Co-Req: BIOL 2113*

**Semester Two - Spring**

	Area IV General Education Core	3
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**General Education Core**

	Electives	3
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
<b>Subtotal: 10</b>		

*BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L*  
*BIOL 2114L:- Co-Req: BIOL 2114*

**Semester Three - Summer**

EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Apps of Pathophysiology	3
EMSP 2130	Adv. Resuscitative Skills	3
EMSP 2540	Clinical Apps/Paramedic IV	1
<b>Subtotal: 10</b>		

*EMSP 2110, EMSP 2120, EMSP 2130 and EMSP 2540:- Pre-Req: Regular Admission\**

**Semester Four - Fall**

EMSP 2140	Adv Cardiovascular Concepts	4
EMSP 2310	Therapeutic Mods/Cardio Care	3
EMSP 2320	Therapeutic Mods/Med Care	5
EMSP 2510	Clinical Apps/Paramedic I	2
<b>Subtotal: 14</b>		

*EMSP 2140, EMSP 2310, EMSP 2320 and EMSP 2510:- Pre-Req: Regular Admission\**

**Semester Five - Spring**

EMSP 2330	Therapeutic Mods/Trauma	4
EMSP 2340	Therapeutic Mods/SPOPS	4
EMSP 2520	Clinical Apps/Paramedic II	2
EMSP 2530	Clinical Apps/Paramedic III	2
<b>Subtotal: 12</b>		

*EMSP 2330, EMSP 2340, EMSP 2520 and EMSP 2530:- Pre-Req: Regular Admission\**

**Semester Six - Summer**

Apply for Graduation

EMSP 2720	Practical Apps Paramedic	3
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
<b>Subtotal: 8</b>		

*EMSP 2720, EMSP 2550, EMSP 2560, EMSP 2570 and EMSP 2710:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor**

each term.

**Subtotal: 67****Graduation Plan – Summer Core Start/Fall EMSP Start**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One - Summer**

ENGL 1101	Composition & Rhetoric	3
	Area II General Education Core	3
	Area III General Education Core	3
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1

**Subtotal: 13**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req: ENGL 1101 + BIOL 2113L*

*BIOL 2113L:- Co-Req: BIOL 2113*

**Semester Two - Fall**

	Area IV General Education Core	3
	General Education Core Electives	3
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1

**Subtotal: 10**

*BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L*

*BIOL 2114L:- Co-Req: BIOL 2114*

**Semester Three - Spring**

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 2540	Clinical Apps/Paramedic IV	1

**Subtotal: 10**

*EMSP 2110, EMSP 2120, EMSP 2130 and EMSP 2540:- Pre-Req: Regular Admission\**

**Semester Four - Summer**

EMSP 2310	Therapeutic Mods/Cardio Care	3
EMSP 2320	Therapeutic Mods/Med Care	5
EMSP 2550	Clinical Apps/Paramedic V	1

**Subtotal: 9**

*EMSP 2310, EMSP 2320 and EMSP 2550:- Pre-Req: Regular Admission\**

**Semester Five - Fall**

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 2560	Clinical Apps/Paramedic VI	1

**Subtotal: 13**

*EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520 and EMSP 2560:- Pre-Req: Regular Admission\**

**Semester Six - Spring****Apply for Graduation**

EMSP 2720	Practical Apps Paramedic	3
EMSP 2530	Clinical Apps/Paramedic III	2
EMSP 2570	Clinical Apps/Paramedic VII	1
EMSP 2710	Field Internship/Paramedic	2

**Subtotal: 8**

*EMSP 2720, EMSP 2530, EMSP 2570 and EMSP 2710:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 67****Graduation Plan – Spring Core Start/Summer EMSP Start**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

**Semester One - Spring**

ENGL 1101	Composition & Rhetoric	3
	Area II General Education Core	3
	Area III General Education Core	3
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1

**Subtotal: 13**

*ENGL 1101: -Pre-Req: Test Scores – See Advisor*

*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req: ENGL 1101 + BIOL 2113L*

*BIOL 2113L:- Co-Req: BIOL 2113*

**Semester Two - Summer**

Area IV General Education	3
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	Core		
	General Education Core	3	
	Electives		
BIOL 2114	Anatomy & Physiology II	3	
BIOL 2114L	Anatomy & Physiology II Lab	1	
			<b>Subtotal: 10</b>

**not a substitute for meeting with a program advisor  
each term.**

**Subtotal: 67**

**Additional Program Information**

**Attrition Rates**

*BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L*

*BIOL 2114L:- Co-Req: BIOL 2114*

**Semester Three - Fall**

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 2540	Clinical Apps/Paramedic IV	1	
			<b>Subtotal: 14</b>

*EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140 and EMSP 2540:- Pre-Req: Regular Admission\**

**Semester Four - Spring**

EMSP 2310	Therapeutic Mods/Cardio Care	3	
EMSP 2320	Therapeutic Mods/Med Care	5	
EMSP 2340	Therapeutic Mods/SPOPS	4	
EMSP 2520	Clinical Apps/Paramedic II	2	
EMSP 2550	Clinical Apps/Paramedic V	1	
			<b>Subtotal: 15</b>

*EMSP 2310, EMSP 2320, EMSP 2340 EMSP 2520 and EMSP 2550:- Pre-Req: Regular Admission\**

**Semester Five - Summer**

EMSP 2330	Therapeutic Mods/Trauma	4	
EMSP 2510	Clinical Apps/Paramedic I	2	
EMSP 2560	Clinical Apps/Paramedic VI	1	
			<b>Subtotal: 7</b>

*EMSP 2330, EMSP 2510 and EMSP 2560:- Pre-Req: Regular Admission\**

**Semester Six - Fall**

**Apply for Graduation**

EMSP 2720	Practical Apps Paramedic	3	
EMSP 2530	Clinical Apps/Paramedic III	2	
EMSP 2570	Clinical Apps/Paramedic VII	1	
EMSP 2710	Field Internship/Paramedic	2	
			<b>Subtotal: 8</b>

*EMSP 2720, EMSP 2530, EMSP 2570 and EMSP 2710:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is**

Enrollment Year	Total # of Students	Total # of Students	Attendance	Attendance	% Retention	Positive Placement	National Registry	National Registry
Enrollment Year	Enrolled in the Paramedic Program	Completed Program	Non-Academic Reasons	Academic Reasons			Paramedic	Paramedic
2020-2021	28	***	**	**	**	**	**	**
2019-2020	36	32	2	2	89%	10%	10%	10%
2017-2018	15	9	1	5	53%	10%	10%	10%
2016-2017	28	23	2	3	78.3%	10%	10%	10%
2014-2015	26	15	4	7	57.7%	10%	10%	10%
2013-2014	28	20	4	4	71.4%	10%	10%	10%

\*\*\* Current Class Graduates

**Program Accreditation**

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).

**EMS Professions Diploma**

**EP12**

**Program Description**

Students who complete the EMS Professions diploma will be able to fluidly move into the Paramedicine program at the diploma level (Paramedicine program is only available at Oakwood campus). Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

**Program Specific Information**

Students are accepted during Fall & Spring Semesters. Once students complete this diploma, they will have also earned the Emergency Medical Technician and Advanced Emergency Medical Technician certificates.

**Program Specific Admissions Requirements**

Prior to beginning the Paramedicine diploma, students must provide documentation of current EMT-I/AEMT Certification (EMT level certification will be admitted on a case by case basis.)

Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facility. Cost is approximately \$50.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall, Forsyth

**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.

**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, COMPASS, or ASSET test scores.

**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 for ALHS	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

**Subtotal: 42**

**Graduation Plan**

Semester One

ENGL 1010	Fundamentals of English I	3
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ALHS 1011	Structure/Function- Human Body	5
ALHS 1090	Medical Terminology for ALHS	2

**Subtotal: 10**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission\**

Semester Two

MATH 1012	Foundations of Mathematics	3
EMSP 1110	Intro EMT Profession	3
EMSP 1120	EMT Assessment/Airway Mgmt	3
EMSP 1130	Medical Emergencies/EMT	3

**Subtotal: 12**

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

*EMSP 1110, EMSP 1120 and EMSP 1130:- Pre-Req: Regular Admission\**

Semester Three

PSYC 1010	Basic Psychology	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock/Trauma for EMT	3
EMSP 1160	Clinical/Practical Apps/EMT	1

**Subtotal: 10**

*EMSP 1140, EMSP 1150 and EMSP 1160:- Pre-Req: Regular Admission\**

Semester Four

Apply for Graduation

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

**Subtotal: 10**

*EMSP 1510, EMSP 1520, EMSP 1530 and EMSP 1540:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 42**

**Paramedicine Diploma**

**PT12**

**Program Description**

The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and

emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

### Program Specific Information

Students are accepted each semester based on course and space availability for core courses. EMSP 2110 must be taken prior to other EMSP courses. It is highly recommended that all core courses be completed prior to beginning EMSP courses. Occupational courses begin each 5th semester. Contact Program Advisor for specifics.

### Program Specific Admissions Requirements

Prior to beginning the Paramedicine diploma, students must provide documentation of current EMT-I/AEMT Certification (EMT level certification will be admitted on a case by case basis.)

Due to the intensive nature of the program it is recommended that all general education course work be completed before the start of the Paramedic program.

Prior to beginning clinical/internship courses, students must order and pay for a background check and meet background check screening requirements as required by the clinical facilities. Cost is approximately \$50. Students will also be required to provide a certificate of health from their health care provider and vaccination records as required by clinical sites. Further details on the background check and medical documentation can be provided during

advisement and details will be provided on the first day of class.

### Program Length & Availability

5 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### 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
		<b>Subtotal: 58</b>

**Graduation Plan – Fall Core Start/Spring EMSP Start**

Semester One - Fall		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1011	Structure/Function- Human Body	5
		<b>Subtotal: 14</b>

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission\**

Semester Two - Spring		
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 2540	Clinical Apps/Paramedic IV	1
		<b>Subtotal: 14</b>

*EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140 and EMSP 2540:- Pre-Req: Regular Admission\**

Semester Three - Summer		
EMSP 2310	Therapeutic Mods/Cardio Care	3
EMSP 2320	Therapeutic Mods/Med Care	5
EMSP 2550	Clinical Apps/Paramedic V	1
		<b>Subtotal: 9</b>

*EMSP 2310, EMSP 2320 and EMSP 2550:- Pre-Req: Regular Admission\**

Semester Four - Fall		
EMSP 2340	Therapeutic Mods/SPOPS	4
EMSP 2330	Therapeutic Mods/Trauma	4
EMSP 2510	Clinical Apps/Paramedic I	2
EMSP 2520	Clinical Apps/Paramedic II	2
EMSP 2560	Clinical Apps/Paramedic VI	1
		<b>Subtotal: 13</b>

*EMSP 2340, EMSP 2330, EMSP 2510, EMSP 2520 and EMSP 2560:- Pre-Req: Regular Admission\**

Semester Five - Spring		
Apply for Graduation		
EMSP 2720	Practical Apps Paramedic	3
EMSP 2530	Clinical Apps/Paramedic III	2

EMSP 2570	Clinical Apps/Paramedic VII	1
EMSP 2710	Field Internship/Paramedic	2
		<b>Subtotal: 8</b>

*EMSP 2720, EMSP 2530, EMSP 2570 and EMSP 2710:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 58**

**Graduation Plan – Summer Core Start/Fall EMSP Start**

Semester One - Summer		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1011	Structure/Function- Human Body	5
		<b>Subtotal: 14</b>

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission*

Semester Two - Fall		
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 2540	Clinical Apps/Paramedic IV	1
		<b>Subtotal: 14</b>

*EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140 and EMSP 2540:- Pre-Req: Regular Admission\**

Semester Three - Spring		
EMSP 2310	Therapeutic Mods/Cardio Care	3
EMSP 2320	Therapeutic Mods/Med Care	5
EMSP 2340	Therapeutic Mods/SPOPS	4
EMSP 2520	Clinical Apps/Paramedic II	2
EMSP 2550	Clinical Apps/Paramedic V	1
		<b>Subtotal: 15</b>

*EMSP 2310, EMSP 2320, EMSP 2340, EMSP 2520 and EMSP 2550:- Pre-Req: Regular Admission\**

Semester Four - Summer		
EMSP 2330	Therapeutic Mods/Trauma	4
EMSP 2510	Clinical Apps/Paramedic I	2
EMSP 2560	Clinical Apps/Paramedic VI	1
		<b>Subtotal: 7</b>

*EMSP 2330, EMSP 2510 and EMSP 2560:- Pre-Req:*

*Regular Admission\**

## Semester Five - Fall

## Apply for Graduation

EMSP 2720	Practical Apps Paramedic	3
EMSP 2530	Clinical Apps/Paramedic III	2
EMSP 2570	Clinical Apps/Paramedic VII	1
EMSP 2710	Field Internship/Paramedic	2

**Subtotal: 8**

*EMSP 2720, EMSP 2530, EMSP 2570 and EMSP 2710:-  
Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 58****Graduation Plan – Spring Core Start/Summer EMSP Start**

## Semester One - Spring

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3
ALHS 1011	Structure/Function- Human Body	5

**Subtotal: 14**

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission\**

## Semester Two - Summer

EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Apps of Pathophysiology	3
EMSP 2130	Adv. Resuscitative Skills	3
EMSP 2540	Clinical Apps/Paramedic IV	1

**Subtotal: 10**

*EMSP 2110, EMSP 2120, EMSP 2130 and EMSP 2540:-  
Pre-Req: Regular Admission\**

## Semester Three - Fall

EMSP 2140	Adv Cardiovascular Concepts	4
EMSP 2310	Therapeutic Mods/Cardio Care	3
EMSP 2320	Therapeutic Mods/Med Care	5
EMSP 2510	Clinical Apps/Paramedic I	2

**Subtotal: 14**

*EMSP 2140, EMSP 2310, EMSP 2320 and EMSP 2510:-  
Pre-Req: Regular Admission\**

## Semester Four - Spring

EMSP 2330	Therapeutic Mods/Trauma	4
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EMSP 2340	Therapeutic Mods/SPOPS	4
EMSP 2520	Clinical Apps/Paramedic II	2
EMSP 2530	Clinical Apps/Paramedic III	2

**Subtotal: 12**

*EMSP 2330, EMSP 2340, EMSP 2520 and EMSP 2530:-  
Pre-Req: Regular Admission\**

## Semester Five - Summer

## Apply for Graduation

EMSP 2720	Practical Apps Paramedic	3
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

**Subtotal: 8**

*EMSP 2720, EMSP 2550, EMSP 2560, EMSP 2570 and  
EMSP 2710:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 58****Additional Program Information****Attrition Rates**

Enrollment Year	Total # of Students	Total # of Students	Attendance	Attendance	% Retention	Positive Placement	National Registry	National Registry
Enrollment Year	Enrolled in the Paramedic Program	Completed Program	Non-Academic Reasons	Academic Reasons		Percentage	Paramedic	Paramedic
2020-2021	28	***	**	**	**	**	**	**
2019-2020	36	32	2	2	89%	10%	10%	10%
2017-2018	15	9	1	5	53%	10%	10%	10%
2016-2017	28	23	2	3	78.3%	10%	10%	10%
2014-2015	26	15	4	7	57.7%	10%	10%	10%
2013-2014	28	20	4	4	71.4%	10%	10%	10%

\*\*\* Current Class Graduates

**Program Accreditation**

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).

**Advanced Emergency Medical Technician Certificate**

**EMH1**

**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**

EMSP courses begin Fall Semester. Contact Program Advisor for specifics.

**Program Length & Availability**

1 Semester

Campus Availability: Hall, Forsyth

**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.

**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 <https://www.nremt.org/rwd>

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). <https://dph.georgia.gov/EMS>

**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, COMPASS, or ASSET test scores.

**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
<b>Subtotal:</b>			<b>10</b>

**Graduation Plan**

Semester One

Apply for Graduation			
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

*EMSP 1510, EMSP 1520, EMSP 1530 and EMSP 1540:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10**

**Emergency Medical Technician Certificate**

**EMJ1**

**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**

EMSP courses begin Spring Semester. Contact Program Advisor for specifics.

**Program Length & Availability**

2 Semesters

Campus Availability: Hall

**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.

**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 <https://www.nremt.org/rwd>

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). <https://dph.georgia.gov/EMS>

**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, COMPASS, or ASSET test scores.

**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

**Subtotal: 16**

**Graduation Plan**

Semester One

EMSP 1110	Intro EMT Profession	3
EMSP 1120	EMT Assessment/Airway Mgmt	3
EMSP 1130	Medical Emergencies/EMT	3

**Subtotal: 9**

*EMSP 1110, EMSP 1120, EMSP 1130 and EMSP 1130:- Pre-Req: Regular Admission\**

Semester Two

Apply for Graduation

EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock/Trauma for EMT	3
EMSP 1160	Clinical/Practical Apps/EMT	1

**Subtotal: 7**

*EMSP 1140, EMSP 1150 and EMSP 1160:- Pre-Req: Regular Admission\**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 16**

**Pharmacy Technology**

**Pharmacy Technology Diploma**

**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**

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, and COMP 1000 successfully with a cumulative GPA of 2.0

NOTE: A student who has been convicted of a felony or misdemeanor may be admitted into the Pharmacy Technology program, but such a conviction may prevent the student from completing the program due to denial of state registration.

Once students begin upper level Pharmacy Technology courses, they must:

- Maintain a GPA of 2.0
- Wear program specific scrubs and lab coat
- 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 Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Basic Skills – Total of 9 Hours

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PYSC 1010		3

#### Program-Specific Core – Total of 47 Hours

ALHS 1090	Medical Terminology for ALHS	2
ALHS 1011	Structure/Function- Human Body	5
ALHS 1040	Introduction to Healthcare	3
COMP 1000	Intro to Computer Literacy	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

**Subtotal: 56**

### Graduation Plan

#### Semester One

ALHS 1011	Structure/Function- Human Body	5
ALHS 1090	Medical Terminology for ALHS	2
COMP 1000	Intro to Computer Literacy	3
MATH 1012	Foundations of Mathematics	3

**Subtotal: 13**

*ALHS 1011:- Pre-Req: Regular Admission*

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

#### Semester Two

PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Tech Fundamentals	5
PHAR 1040	Pharmacology	4
ENGL 1010	Fundamentals of English I	3

**Subtotal: 16**

*PHAR 1000:- Pre-Req: MATH 1012*

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

#### Semester Three

PHAR 1020	Principles of Dispensing Meds	4
PHAR 1030	Principles/Sterile Meds Prep	4
PSYC 1010	Basic Psychology	3
ALHS 1040	Introduction to Healthcare	3

**Subtotal: 14**

*PHAR 1020 and PHAR 1030:- Pre-Req: PHAR 1000 + PHAR 1010*

#### Semester Four

#### Apply for Graduation

PHAR 1050	Pharmacy Tech Practicum	5
PHAR 2060	Adv Pharmacy Tech Principles	3
PHAR 2070	Adv. Pharmacy Tech Practicum	5

**Subtotal: 13**

*PHAR 1050:- Pre-Req: PHAR 1000 + PHAR 1010)*

*PHAR 2060:- Pre-Req: COMP 1000 + PHAR 1030 + PHAR 1050, Co-Req: PHAR 1050 + PHAR 2070*

*PHAR 2070:- Pre-Req: COMP 1000 + PHAR 1030 + PHAR 1050, Co-Req: PHAR 1050 + PHAR 2060*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 56**

## Pharmacy Assistant Certificate

### PB71

### 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.

**Program Specific Admissions Requirements**

Pharmacy students are required to wear scrubs during the pharmacy classes and practicum. See instructor for details.

**Program Length & Availability**

3 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 35 Hours		
ALHS 1090	Medical Terminology for ALHS	2
ALHS 1011	Structure/Function- Human Body	5
COMP 1000	Intro to Computer Literacy	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
<b>Subtotal: 35</b>		

**Graduation Plan**

Semester One		
ALHS 1011	Structure/Function- Human Body	5
ALHS 1090	Medical Terminology for ALHS	2
COMP 1000	Intro to Computer Literacy	3
MATH 1012	Foundations of Mathematics	3
<b>Subtotal: 13</b>		

*ALHS 1011:- Pre-Req: Regular Admission\**

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

Semester Two		
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Tech Fundamentals	5
PHAR 1040	Pharmacology	4
<b>Subtotal: 13</b>		

*PHAR 1000:- Pre-Req: MATH 1012*

Semester Three		
Apply for Graduation		
PHAR 1020	Principles of Dispensing Meds	4
PHAR 1055	Pharmacy Asst Practicum	5
<b>Subtotal: 9</b>		

*PHAR 1020:- Pre-Req: PHAR 1000 + PHAR 1010*

*PHAR 1055:- Pre-Req: ALHS 1011 + ALHS 1090 + MATH 1012 + PHAR 1000 + PHAR 1010 + PHAR 1040, Co-Req: PHAR 1020*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 35**

**Pharmacy Technology Certificate**

**PT51**

**Program Description**

The Pharmacy Technician Certificate of Credit (TCC) is designed to provide students the knowledge, skills and abilities to obtain entry-level employment in a variety of settings such as hospitals, retail pharmacies, managed care, industry and governmental agencies. Students will receive didactic instruction, laboratory training and experiential learning in medication management (order entry, preparation, storage and dispensing) patient safety/quality assurance and administrative management (inventory

control and record management).

**Subtotal: 7**

**Program Specific Information**

Students are accepted each semester based on space and course availability.

*PHAR 1002:- Pre-Req: PHAR 1001*

Semester One-Part 3

Apply for Graduation

PHAR 1003	Pharmacy Technology Clinical	3
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**Subtotal: 3**

**Program Length & Availability**

1 Semester

Campus Availability: Hall

*PHAR 1003: Pre-Req: PHAR 1001 + PHAR 1002*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**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.

**Subtotal: 15**

**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, COMPASS, or ASSET test scores.

**Phlebotomy**

**Phlebotomy Technician Certificate**

**PT21**

**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.

**Curriculum**

Program-Specific Core – Total of 15 Hours

PHAR 1001	Foundations in Pharmacy Technology	5
PHAR 1002	Pharmacology and Calculations	7
PHAR 1003	Pharmacy Technology Clinical	3

**Subtotal: 15**

**Program Specific Information**

Students are accepted every semester based on course and space availability.

Students must complete all PHLT coursework with a grade of C or better.

Students are required to submit proof of immunizations, complete a background check (cost approximately \$48.50), and maintain an account in ACEMAPP (cost \$50.00) prior to starting a clinical rotation.

**Graduation Plan**

Semester One-Part 1

PHAR 1001	Foundations in Pharmacy Technology	5
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**Subtotal: 5**

*PHAR 1001: Pre-Req: Regular Admission\**

Semester One-Part 2

PHAR 1002	Pharmacology and Calculations	7
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**Program Length & Availability**

2 Semesters

Campus Availability: Hall, Dawson, Forsyth

**Financial Aid**

This program is eligible for the Pell Grant, but may be eligible for Institutional and State Financial Aid.



Contact a Financial Aid Counselor for eligibility requirements and application materials.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 24 Hours			
ENGL 1010	Fundamentals of English I		3
COMP 1000	Intro to Computer Literacy		3
ALHS 1011	Structure/Function- Human Body		5
ALHS 1040	Introduction to Healthcare		3
ALHS 1090	Medical Terminology for ALHS		2
PHLT 1030	Introduction to Venipuncture		3
PHLT 1050	Clinical Practice		5
			<b>Subtotal: 24</b>

**Graduation Plan**

Semester One			
ENGL 1010	Fundamentals of English I		3
ALHS 1011	Structure/Function- Human Body		5
ALHS 1040	Introduction to Healthcare		3
ALHS 1090	Medical Terminology for ALHS		2
			<b>Subtotal: 13</b>

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission\**

Semester Two

Apply for Graduation			
COMP 1000	Intro to Computer Literacy		3
PHLT 1030	Introduction to Venipuncture		3
PHLT 1050	Clinical Practice		5
			<b>Subtotal: 11</b>

*PHLT 1030:- Pre-Req: Regular Admission\**

*PHLT 1050:- Pre-Req: PHLT 1030*

**This plan is for informational purposes ONLY. It is**

**not a substitute for meeting with a program advisor each term.**

**Subtotal: 24**

**Physical Therapist Assistant**

**Physical Therapist Assistant Degree**

**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 (AAS) Degree and are eligible to sit for the licensure exam to become a licensed Physical Therapist Assistant.

**Program Specific Information**

Students are accepted Spring semester.

**Program Specific Admissions Requirements**

Students begin in the Healthcare Science technical certificate of credit until program pre-requisites are met.

**Program Length & Availability**

5 Semesters

Campus Availability: Forsyth

**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.

### 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, COMPASS, or ASSET test scores.

### 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

PSYC 1101 Introductory Psychology 3

Area III – Mathematics – Choose 3 Hours

MATH 1111 College Algebra 3

Area III – Natural Sciences – Choose 4 Hours

PHYS 1110 Conceptual Physics 3

PHYS 1110L Conceptual Physics Lab I 1

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101 Art Appreciation 3

ENGL 2110 World Literature 3

ENGL 2130 American Literature 3

HUMN 1101 Intro to Humanities 3

MUSC 1101 Music Appreciation 3

RELG 1101 World Religions 3

THEA 1101 Theater Appreciation 3

Non General Education Core - Total of 11 hours

BIOL 2113 Anatomy & Physiology I 3

BIOL 2113L Anatomy & Physiology I Lab 1

BIOL 2114 Anatomy & Physiology II 3

BIOL 2114L Anatomy & Physiology II Lab 1

PSYC 2103 Human Development 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

**Subtotal: 76**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

ENGL 1101 Composition & Rhetoric 3

BIOL 2113 Anatomy & Physiology I 3

BIOL 2113L Anatomy & Physiology I Lab 1

PSYC 1101 Introductory Psychology 3

MATH 1111 College Algebra 3

**Subtotal: 13**

*ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req: ENGL 1101 + BIOL 2113L*

*PSYC 1101:- Pre-Req: Regular Admission\* for Engl/Read*

*BIOL 2113L:- Co-Req: BIOL 2113*

#### Semester Two

BIOL 2114 Anatomy & Physiology II 3

BIOL 2114L Anatomy & Physiology II Lab 1

PHYS 1110 Conceptual Physics 3

PHYS 1110L Conceptual Physics Lab I 1

PSYC 2103 Human Development 3

Area IV General Education Core 3

**Subtotal: 14**

*BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L*

*BIOL 2114L:- Co-Req: BIOL 2114*

*PHYS 1110:- Pre-Req: ENGL 1101 + Area III MATH, Co-Req: PHYS 1110L*

*PHYS 1110L:- Co-Req: PHYS 1110*

*PSYC 2103:- Pre-Req: PSYC 1101*

*Note: PSYC 2103 is ONLY offered Fall Semester each year.*

**Semester Three**

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
<b>Subtotal: 12</b>		

**Semester Four**

PHTA 2110	Pathology	4
PHTA 2120	Rehabilitation	3
PHTA 2130	Physical Therapy Procedures II	4
<b>Subtotal: 11</b>		

*PHTA 2110, PHTA 2120 and PHTA 2130:- Pre-Req:  
PHTA 1130 + PHTA 1140*

**Semester Five**

PHTA 2140	Clinical Education	4
PHTA 2150	Pathology II	4
PHTA 2160	Rehabilitation II	3
PHTA 2170	Kinesiology II	3
<b>Subtotal: 14</b>		

*PHTA 2140, PHTA 2150, PHTA 2160 and PHTA 2170:-  
Pre-Req: PHTA 2110 + PHTA 2120 + PHTA 2130*

**Semester Six**

**Apply for Graduation**

PHTA 2180	Clinical Education II	4
PHTA 2190	Clinical Education III	7
PHTA 2200	Phys Therapist Asst Seminar	1
<b>Subtotal: 12</b>		

*PHTA 2180 and PHTA 2200:- Pre-Req: PHTA 2140 +  
PHTA 2150 + PHTA 2160 + PHTA 2170*

*PHTA 2190:- Pre-Req: PHTA 2140 + PHTA 2150 +  
PHTA 2160 + PHTA 2170, Co-Req: PHTA 2180*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 76**

**Program Accreditation**

Physical Therapist Assistant Program at Lanier Technical College is Accredited by the Commission on Accreditation

in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 678-341-6646 or email pta@laniertech.edu.

**Practical Nursing**

**Practical Nursing Diploma**

**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 Length & Availability**

5 Semesters

Campus Availability: Hall, Forsyth

**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.

**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, COMPASS, or ASSET test scores.

The Practical Nursing Program at Lanier Tech has a competitive selection process. Meeting these minimum requirements does not guarantee acceptance into the Practical Nursing Program. Seats are limited and the top 16 ranked applicants are selected.

We only use the grades from English, Math, & Structures of the Human Body (or A&P I and II) classes for the competitive process. If a student chooses to take degree level English, Math, and A&P I and II, the student will receive an additional point for each course towards the competitive process.

Your Practical Nursing Application ranking is based on your overall PN prerequisite GPA (60% of rank) and your TEAS score (40% of rank).

### Core Classes

- There are 5 core classes. Students need a minimum of a 2.5 GPA in all classes and a minimum of a "C" must be achieved in all pre-requisite courses to apply to the program.
- The following 3 classes are required to be completed the semester prior to the Application deadline:
  - English: Fundamental English (ENGL 1010) OR Composition and Rhetoric (ENGL 1101)
  - Math: Foundations of Math (MATH 1012) OR College Algebra (MATH 1111) OR equivalent\*
  - Structure & Function of the Human Body: Structure and Function of the Human Body (ALHS 1011) OR Anatomy and Physiology I and II with labs (BIOL 2113 and 2113L and 2114 and 2114L)
- The following two required prerequisite classes may be taken the semester you apply for the Practical Nursing Program:
  - Psychology: Introductory Psychology (PSYC 1010 OR PSY 1101)
  - Medical Terminology: ALHS 1090
- If the student is taking Med Term (ALHS 1090) and/or Basic Psychology 1010 or Psych 1101 the semester of the deadline for Application, then the acceptance into the Practical Nursing Program is contingent on the student completing the course(s) with a C or higher. Grade verification will be made with the Registrar with all contingent applicants.

\*Equivalent math courses include the following: Math 1113 (Pre- Calculus), Math 1131 (Calculus I)

\*The following math courses will not be accepted: Math 1127 (Intro to Statistics), Math 1103 (Quantitative Skills and Reasoning), Math 1101 (Mathematical Modeling).

### 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

#### Allied Health-Specific Core – Total of 7 Hours

ALHS 1011	Structure/Function- Human Body	5
ALHS 1090	Medical Terminology for ALHS	2

#### Program-Specific Core – Total of 41 Hours

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

**Subtotal: 57**

### Graduation Plan

#### Semester Two

PSYC 1010	Basic Psychology	3
ALHS 1090	Medical Terminology for ALHS	2

**Subtotal: 5**

#### Semester One

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
ALHS 1011	Structure/Function- Human	5

Body

**Subtotal: 11**

*ENGL 1010 and MATH 1012:- Pre-Req: Test Scores – See Advisor*

*ALHS 1011:- Pre-Req: Regular Admission*

Semester Three

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

**Subtotal: 14**

Semester Four

PNSG 2310	Med/Surg Nursing Clinical I	2
PNSG 2220	Medical Surgical Nursing II	4
PNSG 2320	Med/Surg Nursing Clinical II	2
PNSG 2230	Medical Surgical Nursing III	4

**Subtotal: 12**

Semester Five

Apply for Graduation

PNSG 2330	Med/Surg Nursing Clinical III	2
PNSG 2240	Medical Surgical Nursing IV	4
PNSG 2340	Med/Surg Nursing Clinical IV	2
PNSG 2410	Nursing Leadership	1
PNSG 2415	Nursing Leadership Clinical	2
PNSG 2250	Maternity Nursing	3
PNSG 2255	Maternity Nursing Clinical	1

**Subtotal: 15**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 57**

**Additional Program Information**

**Additional Program Information**

The Practical Nursing Program is a full-time day program offered on the Hall and Forsyth campuses. Once accepted into the Practical Nursing Program, it will be completed in 12 months, over 3 consecutive semesters.

**TEAS Exam Information and Preparation Resources**

- Students who wish to apply for the Practical Nursing program must take the ATI TEAS Exam. See the following link for information on signing up for the TEAS Exam.
- There is a \$91.00 fee for the TEAS Exam. It can be taken twice in a calendar year and a minimum of 30 days apart. This must be completed prior to the deadline and a copy of your TEAS score must be attached to your Practical Nursing application.
- Students who take their TEAS exam at testing sites other than Lanier Technical College must have their official TEAS score sent from ATI to Lanier Tech prior to the Practical Nursing application deadline.
- 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 is 60% composite for the TEAS test.
- Students may have multiple attempts for the TEAS Exam, but only the highest score will be considered for the Practical Nursing Program selection.
- The TEAS score will be valid for five years. Aim for the highest possible score.
- Please use the ATI resources: The 4 videos, the practice TEAS test, the study guide and use the free tutoring available on both campuses. <https://www.laniertech.edu/teas-testing/>
- ATI-TEAS may be taken no more than two times in a calendar year and with 30 days between each attempt.

**Steps for Applying to the Practical Nursing Program**

If you are not a Current Lanier Tech Student, begin with Step 1.

If you are currently a Lanier Tech Student, begin with Step 4.

1. Apply to Lanier Tech
  - a. Apply to Lanier Tech  
online: <https://www.laniertech.edu/admissions/>
  - b. Admissions  
Procedures: <https://www.laniertech.edu/admissions/how-to-apply/>

- c. Lanier Tech Admissions Application Deadlines may be found at the following link: <https://www.laniertech.edu/admissions/application-deadlines/>
2. Choose Practical Nursing on your online application, you will be placed into the Healthcare Assistant Certificate program.
3. Attend the Lanier Technical College New Student Orientation and/or online orientation to set up your email and learn how to register for classes, deadlines for payments etc.
4. Complete PN Program Requirements:
  - a. If you are a current Lanier Tech student, you will need to change your major to the Healthcare Assistant Certificate program in order to complete your Practical Nursing prerequisites.
  - b. Enroll in and satisfactorily complete prerequisite coursework listed above.
  - c. 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.
  - d. Submit 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 is 60% composite. The TEAS score will be valid for five years. Aim for the highest possible score. Please use the ATI resources.
  - e. Hold American Heart Association First Aid Certification.
  - f. Complete American Heart Association BLS certification for Healthcare Providers.
5. Prior to the PN Application deadline complete and return Enrollment Application for Practical Nursing to the Practical Nursing Department via email to: [ltcpracticalnursing@laniertech.edu](mailto:ltcpracticalnursing@laniertech.edu)
6. When applying for the Practical Nursing Program students must select the Forsyth Campus or Hall Campus. Rank your campus selections 1-3 with 1 being your first choice.

**Transfer Students to Lanier Technical College to apply**

**to the PN Program**

If you are a transfer student you must apply to Lanier Technical College and be accepted prior to the competitive application deadline for the Practical Nursing Program. (LTC Admissions). All documents and transfer credit must be evaluated before you are able to submit your competitive application to the Practical Nursing program. The general admissions process can take 3 weeks or more. Please contact Student Affairs office to begin this process. Students are responsible for the LTC Admission Deadlines for applications for each semester. <https://www.laniertech.edu/student-affairs/student-affairs-forms/>

## Precision Machining and Manufacturing

### Precision Machining and Manufacturing Degree

**MT13**

**Program Description**

The Precision Machining & Manufacturing Degree program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Precision Machining & Manufacturing Associate of Applied Science (AAS) Degree and have the qualification of a machine tool technician.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
BIOL 1111L	And Biology Lab I	1
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	And Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	And Anatomy & Physiology II Lab	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics	3
PHYS 1110L	And Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

Program-Specific Core – Total of 48 Hours

MCHT 1011	Intro to Machine Tool	4
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MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment/Surface Grind	4
MCHT 1013	Machine Tool Math	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry & Trigonometry And	3
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
AMCA 2190	CAD/CAM Programming	4
Occupational-Related Elective – Choose 3 Hours		
	Any AMCA Course not required in program	
	Any MCHT Course not required in program	
COMP 1000	Intro to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
DFTG 1101	CAD Fundamentals	4
IDSY 1130	Industrial Wiring	4
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
WELD 1000	Intro Welding Technology	4
		<b>Subtotal: 66</b>

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One		
ENGL 1101	Composition & Rhetoric	3
	Area III General Education Core	3
MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
		<b>Subtotal: 13</b>

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

Semester Two		
	Area II General Education	3

	Core	
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1013	Machine Tool Math	3
		<b>Subtotal: 14</b>

*MCHT 1119:- Pre-Req: MCHT 1011*

*MCHT 1013:- Pre-Req: Test scores – See Advisor*

Semester Three		
	General Education Core Electives	3
AMCA 2110	CNC Fundamentals	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
		<b>Subtotal: 15</b>

*AMCA 2110:- Pre-Req: MCHT 1011 + MCHT 1012*

*MCHT 1219:- Pre-Req: MCHT 1119*

*MCHT 1220:- Pre-Req: MCHT 1120*

Semester Four		
	Area IV General Education Core	3
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
		<b>Subtotal: 13</b>

*AMCA 2130 and AMCA 2150:- Co-Req: AMCA 2110*

Semester Five		
Apply for Graduation		
	Occupational Related Elective	3
AMCA 2190	CAD/CAM Programming	4
MCHT 1020	Heat Treatment/Surface Grind	4
		<b>Subtotal: 11</b>

*AMCA 2190:- Co-Req: AMCA 2110*

**Subtotal: 66**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**CNC Technology Diploma**

**CT12**

**Program Description**

The CNC Technology program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical,



and professional knowledge and skills for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment. Program graduates receive a CNC Technology diploma and have the qualification of a CNC technician.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Basic Skills – Total of 8 Hours		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3
Program-Specific Core – Total of 40 Hours		
MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment/Surface Grind	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual	5

	Programming	
AMCA 2190	CAD/CAM Programming	4
MCHT 1013	Machine Tool Math	3
	Or	
MATH 1013	Algebraic Concepts	3
	And	
MATH 1015	Geometry & Trigonometry	3

Occupational-Related Elective – Choose 6 Hours

	Any AMCA Course not required in program	
	Any MCHT Course not required in program	
COMP 1000	Intro to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
DFTG 1101	CAD Fundamentals	4
IDSY 1130	Industrial Wiring	4
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
WELD 1000	Intro Welding Technology	4

**Subtotal: 54**

**CNC and Machine Tool Technology Diploma**

**CAM2**

**Program Description**

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

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

4 Semesters

Campus Availability: Hall

**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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

#### Program-Specific Core – Total of 48 Hours

MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment/Surface Grind	4
MCHT 1120	Mill Operations I	4
AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
MCHT 1013	Machine Tool Math Or	3
MATH 1013	Algebraic Concepts And	3
MATH 1015	Geometry & Trigonometry	3

#### Occupational-Related Elective – Choose 3 Hours

	Any AMCA Course not required in program	
	Any MCHT Course not required in program	
COMP 1000	Intro to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
DFTG 1101	CAD Fundamentals	4
IDSY 1130	Industrial Wiring	4
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3

WELD 1000	Intro Welding Technology	4
		<b>Subtotal: 59</b>

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

MATH 1012	Foundations of Mathematics	3
MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
ENGL 1010	Fundamentals of English I	3
		<b>Subtotal: 13</b>

*MATH 1012 and ENGL 1010:- Pre-Req: Test Scores – See Advisor*

#### Semester Two

AMCA 2110	CNC Fundamentals	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1013	Machine Tool Math	3
		<b>Subtotal: 15</b>

*AMCA 2110: -Pre-Req: MCHT 1011 + MCHT 1012*

*MCHT 1119:- Pre-Req: MCHT 1011*

*MCHT 1013:- Pre-Req: Test scores – See Advisor*

#### Semester Three

MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
AMCA 2130	CNC Mill Manual Programming	5
EMPL 1000	Interpers Relations/Prof Dev	2
		<b>Subtotal: 15</b>

*MCHT 1219:- Pre-Req: MCHT 1119*

*MCHT 1220:- Pre-Req: MCHT 1120*

*AMCA 2130:- Co-Req: AMCA 2110*

#### Semester Four

##### Apply for Graduation

	Occupational Related Elective	3
AMCA 2150	CNC Lathe Manual Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1020	Heat Treatment/Surface Grind	4
		<b>Subtotal: 16</b>

*AMCA 2150 and AMCA 2190:- Co-Req: AMCA 2110*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor**

each term.

**Subtotal: 59**

## Precision Machining and Manufacturing Diploma

**MTT2**

### Program Description

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

### Program Specific Information

Students are accepted every semester based on course and space availability.

### Program Length & Availability

4 Semesters

Campus Availability: Hall

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010 Fundamentals of English I 3

EMPL 1000	Interpers Relations/Prof Dev	2
MATH 1012	Foundations of Mathematics	3

### Program-Specific Core – Total of 34 Hours

MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1020	Heat Treatment/Surface Grind	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
AMCA 2110	CNC Fundamentals	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
MCHT 1013	Machine Tool Math	3
	Or	
MATH 1013	Algebraic Concepts	3
	And	
MATH 1015	Geometry & Trigonometry	3

### Occupational-Related Elective – Choose 6 Hours

	Any AMCA Course not required in program	
	Any MCHT Course not required in program	
COMP 1000	Intro to Computer Literacy	3
ACCT 1100	Financial Accounting I	4
DFTG 1101	CAD Fundamentals	4
IDSY 1130	Industrial Wiring	4
MGMT 1100	Principles of Management	3
MKTG 1100	Principles of Marketing	3
WELD 1000	Intro Welding Technology	4

**Subtotal: 48**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

MATH 1012	Foundations of Mathematics	3
MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
ENGL 1010	Fundamentals of English I	3

**Subtotal: 13**

*MATH 1012 and ENGL 1010:- Pre-Req: Test Scores – See Advisor*

#### Semester Two

AMCA 2110	CNC Fundamentals	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1013	Machine Tool Math	3

**Subtotal: 15**

*AMCA 2110:- Pre-Req: MCHT 1011 + MCHT 1012*

*MCHT 1119:- Pre-Req: MCHT 1011*

*MCHT 1013:- Pre-Req: Test scores – See Advisor*

**Semester Three**

MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
	Occupational Related Elective	3
EMPL 1000	Interpers Relations/Prof Dev	2

**Subtotal: 13**

*MCHT 1219:- Pre-Req: MCHT 1119*

*MCHT 1220:- Pre-Req: MCHT 1120*

**Semester Four**

**Apply for Graduation**

MCHT 1020	Heat Treatment/Surface Grind	4
	Occupational Related Elective	3

**Subtotal: 7**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 48**

**Basic Machinist Certificate**

BM31

**Program Description**

The Basic Machinist certificate program prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading for machine tool applications.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Specific Admissions Requirements**

Students must have completed the Precision Machining & Manufacturing degree or diploma program.

**Program Length & Availability**

1 Semester

Campus Availability: Hall

**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.

**Admissions Requirements**

Must be 16 years of age.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

**Curriculum**

**Program-Specific Core – Total of 10 Hours**

MATH 1012	Foundations of Mathematics	3
MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3

**Subtotal: 10**

**Graduation Plan**

**Semester One**

**Apply for Graduation**

MATH 1012	Foundations of Mathematics	3
MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 10**

**CNC Specialist Certificate**

CS51

**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.

**Program Specific Admissions Requirements**

Students must have completed the Precision Machining & Manufacturing degree or diploma program.

**Program Length & Availability**

2 Semesters

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 22 Hours

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

**Subtotal: 22**

**Graduation Plan**

Semester One

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Manual Programming	5
AMCA 2150	CNC Lathe Manual Programming	5

**Subtotal: 14**

*AMCA 2110:- Pre-Req: MCHT 1011 + MCHT 1012*

*AMCA 2130 and AMCA 2150:- Co-Req: AMCA 2110*

Semester Two

Apply for Graduation

AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

**Subtotal: 8**

*AMCA 2170:- Pre-Req: AMCA 2110 + AMCA 2130 + AMCA 2150)*

*AMCA 2190:- Co-Req: AMCA 2110*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 22**

**Lathe Operator Certificate**

**LP11**

**Program Description**

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

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

1 Semester

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 15 Hours

MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4
<b>Subtotal: 15</b>		

**Graduation Plan**

Semester One

Apply for Graduation

MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4

*MCHT 1119:- Pre-Req: MCHT 1011*

*MCHT 1219:- Pre-Req: MCHT 1119*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

**Mill Operator Certificate**

**MP11**

**Program Description**

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

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

1 Semester

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 15 Hours

MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

**Subtotal: 15**

**Graduation Plan**

Semester One

Apply for Graduation

MCHT 1011	Intro to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

*MCHT 1220:- Pre-Req: MCHT 1120*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

# Radiologic Technology

## 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 (AAS) 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 Length and Availability

6 Semesters

Campus Availability: Hall

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Program Specific Admissions Requirements

In addition to the General Education Core classes, the following classes must be completed before admission into the Radiologic Technology program:

BIOL 2113 and 2113L

BIOL 2114 and 2114L

ALHS 1090

A competitive admission process, including the TEAS test and successful completion of core courses, is used to select students for the program. Students working on general education core and pre-requisite classes will be enrolled in the college as Interdisciplinary Studies (Pre-Radiologic Technology Students). Radiologic Technology program admission is a competitive selection process. Meeting minimum program criteria does not guarantee an applicant's acceptance into the program. This process evaluates the cumulative GPA of the eight core and occupational class and the GPA for specific math and science courses (MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L). The Radiography program admits students once per year at the beginning of the Fall Semester. Students must submit a program application, ATI TEAS VI Test results and any transfer credits to the radiologic technology program director by the end of the spring semester if they want to be considered for selection to the upcoming Fall class. July 1st is the Deadline for all application materials. The top 20 chosen for the program will be contacted by mid-July. Students will not be considered for selection unless a program application is submitted. All applicants must receive a grade of (C) or higher in each core class with a minimum cumulative grade point average of 2.5 or higher to be considered for selection. Students will be admitted to the Radiologic Technology Program through a weighted score system made up of the following three factors:

40% GPA for BIOL 2113 and 2114 (& Labs) and MATH 1101 or MATH 1111 class

20% GPA for all other pre-requisite classes

40% TEAS Test (minimum composite score of 70 required to be considered for the program)

Total 100%

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).

#### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3

Hours			MATH 1127	Introduction to Statistics	3
ENGL 1101	Composition & Rhetoric	3	MATH 1131	Calculus I	4
Area II – Social/Behavioral Sciences – Choose 3 Hours			MUSC 1101	Music Appreciation	3
ECON 1101	Principles of Economics	3	PHYS 1110	Conceptual Physics	3
ECON 2105	Macroeconomics	3		And	
ECON 2106	Microeconomics	3	PHYS 1110L	Conceptual Physics Lab I	1
HIST 1111	World History I	3	POLS 1101	American Government	3
HIST 1112	World History II	3	POLS 2401	Global Issues	3
HIST 2111	U.S. History I	3	PSYC 1101	Introductory Psychology	3
HIST 2112	U.S. History II	3	PSYC 2103	Human Development	3
POLS 1101	American Government	3	RELG 1101	World Religions	3
POLS 2401	Global Issues	3	SOCI 1101	Introduction to Sociology	3
PSYC 1101	Introductory Psychology	3	SOCI 2600	Intro to Social Problems	3
SOCI 1101	Introduction to Sociology	3	SPAN 1101	Intro to Spanish Lang/Culture	3
SOCI 2600	Intro to Social Problems	3	SPCH 1101	Public Speaking	3
Area III – Natural Sciences/Mathematics – Choose 3 Hours			THEA 1101	Theater Appreciation	3
MATH 1101	Mathematical Modeling	3	Program-Specific Core – Total of 62 Hours		
MATH 1111	College Algebra	3	BIOL 2113	Anatomy & Physiology I	3
Area IV – Humanities/Fine Arts – Choose 3 Hours				And	
ARTS 1101	Art Appreciation	3	BIOL 2113L	Anatomy & Physiology I Lab	1
ENGL 2110	World Literature	3	BIOL 2114	Anatomy & Physiology II	3
ENGL 2130	American Literature	3		And	
HUMN 1101	Intro to Humanities	3	BIOL 2114L	Anatomy & Physiology II Lab	1
MUSC 1101	Music Appreciation	3	ALHS 1090	Medical Terminology for ALHS	2
RELG 1101	World Religions	3	RADT 1010	Introduction to Radiology	4
THEA 1101	Theater Appreciation	3	RADT 1030	Radiographic Procedures I	3
General Education Core Elective – Choose 3 Hours			RADT 1060	Radiographic Procedures II	3
ARTS 1101	Art Appreciation	3	RADT 1065	Radiologic Science	2
BIOL 1111	Biology I	3	RADT 1075	Radiographic Imaging	4
	And		RADT 1085	Radiologic Equipment	3
BIOL 1111L	Biology Lab I	1	RADT 1200	Principles/Rad Bio/Protection	2
COMM 1100	Human Communication	3	RADT 1320	Clinical Radiography I	4
ECON 1101	Principles of Economics	3	RADT 1330	Clinical Radiography II	7
ECON 2105	Macroeconomics	3	RADT 2090	Radiographic Procedures III	2
ECON 2106	Microeconomics	3	RADT 2260	Radiologic Technology Review	3
ENGL 1102	Literature & Composition	3	RADT 2340	Clinical Radiography III	6
ENGL 2110	World Literature	3	RADT 2360	Clinical Radiography IV	9
ENGL 2130	American Literature	3			
HIST 1111	World History I	3			
HIST 1112	World History II	3			
HIST 2111	U.S. History I	3			
HIST 2112	U.S. History II	3			
HUMN 1101	Intro to Humanities	3			
MATH 1101	Mathematical Modeling	3			
MATH 1103	Quantitative Skills/Reasoning	3			
MATH 1111	College Algebra	3			
MATH 1113	Precalculus	3			
					<b>Subtotal: 77</b>
					<b>Graduation Plan</b>
					Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.



<b>Semester One</b>			
ENGL 1101	Composition & Rhetoric	3	
BIOL 2113	Anatomy & Physiology I	3	
BIOL 2113L	Anatomy & Physiology I Lab	1	
ALHS 1090	Medical Terminology for ALHS	2	
	Area III General Education Core	3	
			<b>Subtotal: 12</b>

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req:*

*ENGL 1101 + BIOL 2113L (Must be taken before admission into program)*

*BIOL 2113L:- Co-Req: BIOL 2113 (Must be taken before admission into program)*

*ALHS 1090 (Must be taken before admission into program)*

<b>Semester Two</b>			
	General Education Core Electives	3	
	Area II General Education Core	3	
	Area IV General Education Core	3	
BIOL 2114	Anatomy & Physiology II	3	
BIOL 2114L	Anatomy & Physiology II Lab	1	
			<b>Subtotal: 12</b>

*BIOL 2114:- Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L (Must be taken before admission into program)*

*BIOL 2114L:- Co-Req: BIOL 2114 (Must be taken before admission into program)*

<b>Semester Three</b>			
RADT 1010	Introduction to Radiology	4	
RADT 1030	Radiographic Procedures I	3	
RADT 1065	Radiologic Science	2	
RADT 1320	Clinical Radiography I	4	
			<b>Subtotal: 13</b>

*RADT 1010:- Pre-Req: Area III Math + Regular Admission\**

<b>Semester Four</b>			
RADT 1060	Radiographic Procedures II	3	
RADT 1330	Clinical Radiography II	7	
RADT 1085	Radiologic Equipment	3	
RADT 1200	Principles/Rad Bio/Protection	2	
			<b>Subtotal: 15</b>

<b>Semester Five</b>			
RADT 1075	Radiographic Imaging	4	
RADT 2090	Radiographic Procedures III	2	
RADT 2340	Clinical Radiography III	6	
			<b>Subtotal: 12</b>

<b>Semester Six</b>			
Apply for Graduation			
RADT 2260	Radiologic Technology Review	3	
RADT 2360	Clinical Radiography IV	9	
			<b>Subtotal: 12</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 77**

### 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) or Email: [mail@jrcert.org](mailto:mail@jrcert.org).

Lanier Technical College has been awarded an eight year accreditation – the maximum accreditation granted by the JRCERT.

### Additional Program Information

Additional Radiologic Technology Program Information

## Computed Tomography Specialist Certificate

### CT91

### Program Description

The Computed Tomography (CT) technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing

educational requirements.

### Program Specific Admissions Requirements

A competitive admission process, including the TEAS test and successful completion of an accredited imaging program in radiography, radiation therapy or Nuclear Medicine is used to select students.

### Program Length and Availability

2 Semesters

Campus Availability: Hall

### 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.

### 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)

\* Computed Tomography Specialist Program Projected to begin Spring Semester 2020.\*

### 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.)

Must be a Registered Radiologic Technologist (American Registry of Radiologic Technologists).

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 21 Hours			
RADT 2201	Intro to Computed Tomography		2
RADT 2220	Computed Tomography Proced. I		3
RADT 2250	Computed Tomography		4

	Clinic I		
RADT 2210	Computed Tomogr Physics Instru		5
RADT 2230	Computed Tomography Proced II		3
RADT 2265	Computed Tomography Clinic II		4
			<b>Subtotal: 21</b>

### Graduation Plan

#### Semester One

RADT 2201	Intro to Computed Tomography		2
RADT 2220	Computed Tomography Proced. I		3
RADT 2250	Computed Tomography Clinic I		4
			<b>Subtotal: 9</b>

#### Semester Two

#### Apply for Graduation

RADT 2210	Computed Tomogr Physics Instru		5
RADT 2230	Computed Tomography Proced II		3
RADT 2265	Computed Tomography Clinic II		4
			<b>Subtotal: 12</b>

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 21**

Additional Computed Tomography (CT) Program Information

## Surgical Technology

### Surgical Technology Degree

#### ST13

#### Program Description

The Surgical Technology 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. 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 Associate of Applied Science (AAS) Degree and are qualified for employment as surgical technologists. The National Certification exam is given prior to graduation. Students that pass the national certification exam will earn the credential Certified Surgical Technologist (CST). The Surgical Technology department reported a 100% pass rate for the certification exam on its 2019 annual accreditation report.

### Program Specific 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.

### Program Length & Availability

6 Semesters

Campus Availability: Hall

### 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.

### Admissions Requirements

High school diploma or GED is required prior to admission.

(Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Program Entrance Requirements

Surgical Technology program admission is a competitive selection process. Students must achieve a cumulative grade point average of 2.5 in the General and Occupational core classes at Lanier Tech or have a GPA of 2.5 on all previous college courses. See program flyer for required courses.

Students must take the **TEAS entrance exam**. Priority will be given to those with the highest scores. Cumulative GPA on all core classes will also be considered as part of the selection process. Transfer students must submit a transfer

of credit evaluation form to the Registrar's Office and have all transfer of credit issues finalized at least one full semester prior to the semester in which they are seeking admission. Transfer of credit will not be done on the day of registration.

**STUDENTS MUST COMPLETE THE SELECTIVE APPLICATION FOR SURGICAL TECHNOLOGY FOUND ON THE LANIER TECH WEBSITE AND SUBMIT IT TO THE SURGICAL TECHNOLOGY OFFICE BY JUNE 10, 2021 TO BE CONSIDERED FOR THE FALL 2021 SEMESTER. STUDENTS WILL NOT BE CONSIDERED FOR SELECTION UNLESS A PROPERLY COMPLETED APPLICATION AND A COPY OF YOUR TEAS TEST SCORE ARE SUBMITTED PRIOR TO THE DEADLINE.**

### Curriculum

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 3 Hours

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
HUMN 1101	Intro to Humanities	3
ENGL 2110	World Literature	3
MUSC 1101	Music Appreciation	3
ENGL 2130	American Literature	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

## General Education Core Elective – Choose 3 Hours

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I And	3
BIOL 1111L	Biology Lab I	1
COMM 1100	Human Communication	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature & Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HIST 1111	World History I	3
HIST 1112	World History II	3
HIST 2111	U.S. History I	3
HIST 2112	U.S. History II	3
HUMN 1101	Intro to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills/Reasoning	3
MATH 1111	College Algebra	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MUSC 1101	Music Appreciation	3
PHYS 1110	Conceptual Physics And	3
PHYS 1110L	Conceptual Physics Lab I	1
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
PSYC 2103	Human Development	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Intro to Social Problems	3
SPAN 1101	Intro to Spanish Lang/Culture	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

## Program-Specific Core – Total of 55 Hours

ALHS 1090	Medical Terminology for ALHS	2
BIOL 2113	Anatomy & Physiology I And	3
BIOL 2113L	Anatomy & Physiology I Lab	1
BIOL 2114	Anatomy & Physiology II And	3
BIOL 2114L	Anatomy & Physiology II	1

## Lab

BIOL 2117	Introductory Microbiology And	3
BIOL 2117L	Introductory Microbiology Lab	1
SURG 1010	Intro to Surgical Technology	8
SURG 1080	Surgical Microbiology	2
SURG 2110	Surgical Tech Clinical I	3
SURG 1020	Principles of Surgical Tech	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

**Subtotal: 70****Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

## Semester One

ENGL 1101	Composition & Rhetoric Area II General Education Core	3
	General Education Core Electives	3
ALHS 1090	Medical Terminology for ALHS	2
BIOL 2113	Anatomy & Physiology I	3
BIOL 2113L	Anatomy & Physiology I Lab	1

**Subtotal: 15**

*ENGL 1101:- Pre-Req: Test Scores – See Advisor*

*BIOL 2113:- Pre-Req: Regular Admission\*, Co-Req:  
ENGL 1101 + BIOL 2113L*

*BIOL 2113L:- Co-Req: BIOL 2113*

## Semester Two

	Area III General Education Core	3
	Area IV General Education Core	3
BIOL 2114	Anatomy & Physiology II	3
BIOL 2114L	Anatomy & Physiology II Lab	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology	1

Lab

**Subtotal: 14**

*BIOL 2114: Pre-Req: BIOL 2113 + Lab, Co-Req: BIOL 2114L*

*BIOL 2114L:- Co-Req: BIOL 2114*

*BIOL 2117:- Pre-Req: BIOL 1111 + Lab or BIOL 2113 + Lab, Co-Req: BIOL 2117L*

*BIOL 2117L:- Co-Req: BIOL 2117*

Semester Three

SURG 1010	Intro to Surgical Technology	8
SURG 1020	Principles of Surgical Tech	7
SURG 1100	Surgical Pharmacology	2

**Subtotal: 17**

Semester Four

SURG 2030	Surgical Procedures I	4
SURG 2110	Surgical Tech Clinical I	3
SURG 2120	Surgical Tech Clinical II	3
SURG 1080	Surgical Microbiology	2

**Subtotal: 12**

*SURG 2030:- Pre-Req: SURG 1010 + SURG 1020*

Semester Five

Apply for Graduation

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

**Subtotal: 12**

*SURG 2040:- Pre-Req: SURG 2030*

*SURG 2140:- Co-Req: SURG 2130*

*SURG 2240:- Co-Req: SURG 2140*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 70**

**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

**Additional Program Information**

**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**

**Central Sterile Supply Processing Technician Certificate**

**CS91**

**Program Description**

The Central Sterile Supply Processing Technician Technical Certificate of Credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities. Together with practical experiences provide students with

the preparation necessary to be eligible to sit for the International Association of Healthcare Central Service Material Management (IAHCSCMM) certification exam.

**Subtotal: 20**

### Program Specific Admissions Requirements

Admission will be based on successful completion of core courses and availability up to a maximum class size of 8.

### Program Length & Availability

Program length is 2 Semesters.

A new class will be started in the Spring 2021 semester

Campus Availability: Hall

### 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.

### Admissions Requirements

Must be 18 years of age.

High school diploma or GED is required prior to admission. (Official transcripts or GED scores must be submitted from all colleges and/or high schools attended for credit.)

Students will be required to successfully pass criminal background checks and drug screen analysis before placement in clinical settings.

ACCUPLACER Testing, or submit SAT, ACT, COMPASS, or ASSET test scores.

### Curriculum

Program-Specific Core – Total of 18 Hours

ALHS 1090	Medical Terminology for ALHS	2
CSSP 1010	CNTRL STERILE SUP PROCESS TECH	5
CSSP 1020	CNTRL STERILE SUP PROC PRAC I	6
CSSP 1022	CNTRL STERILE SUP PROC PRAC II	5

Select one of the following Courses – Total of 2 Hours

EMPL 1000	Interpers Relations/Prof Dev	2
	Or	
PSYC 1010	Basic Psychology	3

### Graduation Plan

Semester One

CSSP 1010	CNTRL STERILE SUP PROCESS TECH	5
CSSP 1020	CNTRL STERILE SUP PROC PRAC I	6

**Subtotal: 11**

Pre-Req: ALHS 1090, PSYC 1010 or EMPL 1000

Semester Two

Apply for Graduation

CSSP 1022	CNTRL STERILE SUP PROC PRAC II	5
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**Subtotal: 5**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 20**

### 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

\* Central Sterile Supply Processing Technician Program Projected to begin Spring Semester 2020.\*

## Welding and Joining Technology

### Welding and Joining Technology Diploma

#### WAJ2

#### Program Description

The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma. Graduates have the qualifications of a welding and joining technician and are prepared to take qualification tests.

### Program Specific Information

Students are accepted each semester based on space and course availability.

### Program Length & Availability

4 Semesters

Campus Availability: Hall, Barrow, Dawson

### 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.

### 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, COMPASS, or ASSET test scores.

### Curriculum

Basic Skills – Total of 8 Hours

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpers Relations/Prof Dev	2

Program-Specific Core – Total of 40 Hours

WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1030	Blueprint Reading for WELD	4
WELD 1040	Flat Shielded Metal Arc Weld	4
WELD 1050	Horiz Shielded Metal Arc Weld	4
WELD 1060	Vert Shielded Metal Arc Weld	4
WELD 1070	Overhead Shielded Metal Arc	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation/Ind Qualification	4

Occupational-Related Elective – Choose 6 Hours

COMP 1000	Intro to Computer Literacy	3
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WELD 1095	Advanced Gas Metal Arc Welding	3
WELD 1150	Adv Gas Tungsten Arc Weld	3
WELD 1151	Fabrication Process	3
WELD 1152	Pipe Welding	4
WELD 1153	Flux Cored Arc Welding	4
WELD 1156	Ornamental Iron Works	4
WELD 1330	Metal Welding/Cutting Tech	2
WELD 1500	Welding & Joining Internship	3

**Subtotal: 54**

### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

ENGL 1010	Fundamentals of English I	3
WELD 1000	Intro Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Weld	4

**Subtotal: 15**

*ENGL 1010:- Pre-Req: Test Scores – See Advisor*

*WELD 1010 and WELD 1040:- Co-Req: WELD 1000*

Semester Two

MATH 1012	Foundations of Mathematics	3
WELD 1050	Horiz Shielded Metal Arc Weld	4
WELD 1060	Vert Shielded Metal Arc Weld	4
WELD 1070	Overhead Shielded Metal Arc	4

**Subtotal: 15**

*MATH 1012:- Pre-Req: Test Scores – See Advisor*

*WELD 1050:- Co-Req: WELD 1040*

*WELD 1060:- Co-Req: WELD 1040 + WELD 1050*

*WELD 1070:- Co-Req: WELD 1060*

Semester Three

	Occupational Related Elective	3
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1030	Blueprint Reading for WELD	4

**Subtotal: 15**

*WELD 1090, WELD 1110 and WELD 1030:- Co-Req: WELD 1000*

Semester Four

Apply for Graduation

	Occupational Related Elective	3
WELD 1120	Preparation/Ind Qualification	4
EMPL 1000	Interpers Relations/Prof Dev	2

**Subtotal: 9**

*WELD 1120:- Pre-Req: WELD 1040 + WELD 1070 + WELD 1090 + WELD 1110*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 54**

**Advanced Shielded Metal Arc Welder Certificate**

**OSM1**

**Program Description**

The Advanced Shielded Metal Arc Welder technical certificate of credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

**Program Specific Information**

Students are accepted each semester based on space and course availability.

**Additional Admissions Requirement**

A candidate must have completed the Basic Shielded Metal Arc Welder technical certificate of credit.

**Program Length & Availability**

1 Semester

Campus Availability: Hall, Barrow

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 12 Hours

WELD 1050	Horiz Shielded Metal Arc Weld	4
WELD 1060	Vert Shielded Metal Arc Weld	4
WELD 1070	Overhead Shielded Metal Arc	4

**Subtotal: 12**

**Graduation Plan**

Semester One

Apply for Graduation

WELD 1050	Horiz Shielded Metal Arc Weld	4
WELD 1060	Vert Shielded Metal Arc Weld	4
WELD 1070	Overhead Shielded Metal Arc	4

*WELD 1050 and WELD 1070:- Co-Req: WELD 1060*

*WELD 1060:- Co-Req: WELD 1040 + WELD 1050*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

**Basic Metal Fabricator Certificate**

**BM21**

**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 every semester based on course and space availability.

**Program Length & Availability**

2 Semester

Campus Availability: Hall

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 11 Hours			
MCHT 1011	Intro to Machine Tool		4
WELD 1000	Intro Welding Technology		4
WELD 1151	Fabrication Process		3
	Or		
MSVT 1050	Fabrication Techniques		6
			<b>Subtotal: 11</b>

**Graduation Plan**

Semester One			
MCHT 1011	Intro to Machine Tool		4
WELD 1000	Intro Welding Technology		4

Semester Two

Apply for Graduation

Choose One:

WELD 1151	Fabrication Process		3
	Or		
MSVT 1050	Fabrication Techniques		6

*WELD 1151:- Pre-Req: WELD 1030*

*MSVT 1050:- Pre-Req: WELD 1000 or MSVT 1030, Co-Req: MSVT 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 11**

**Basic Shielded Metal Arc Welder Certificate**

**FS31**

**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 every semester based on course and space availability.

**Program Length & Availability**

1 Semester

Campus Availability: Hall, Barrow, Dawson

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 12 Hours			
WELD 1000	Intro Welding Technology		4

WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Weld	4

**Subtotal: 12**

**Graduation Plan**

Semester One

Apply for Graduation

WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Weld	4

*WELD 1010:- Co-Req: WELD 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 12**

**Gas Metal Arc Welder Certificate**

**GM31**

**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 every semester based on course and space availability.

**Program Length & Availability**

1 Semester

Campus Availability: Hall, Barrow, Dawson

**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.

**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, COMPASS, or ASSET test scores.

**Curriculum**

Program-Specific Core – Total of 15 Hours

WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4

Occupational-Related Elective – Choose 3 Hours

WELD 1030	Blueprint Reading for WELD	4
WELD 1040	Flat Shielded Metal Arc Weld	4
WELD 1095	Advanced Gas Metal Arc Welding	3
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1150	Adv Gas Tungsten Arc Weld	3
WELD 1151	Fabrication Process	3
WELD 1152	Pipe Welding	4
WELD 1153	Flux Cored Arc Welding	4
WELD 1156	Ornamental Iron Works	4
WELD 1500	Welding & Joining Internship	3

**Subtotal: 15**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

Semester One

Apply for Graduation

WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4
	Occupational Related Elective	3

*WELD 1010 and WELD 1090:- Co-Req: WELD 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

## Gas Tungsten Arc Welder Certificate

### GTA1

#### 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 every semester based on course and space availability.

#### Program Length & Availability

1 Semester

Campus Availability: Hall, Barrow, Dawson

#### 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.

#### 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, COMPASS, or ASSET test scores.

#### Curriculum

Occupational-Related Elective – Choose 3 Hours

WELD 1030	Blueprint Reading for WELD	4
WELD 1040	Flat Shielded Metal Arc Weld	4
WELD 1095	Advanced Gas Metal Arc Welding	3
WELD 1150	Adv Gas Tungsten Arc Weld	3
WELD 1151	Fabrication Process	3
WELD 1152	Pipe Welding	4
WELD 1153	Flux Cored Arc Welding	4

WELD 1156	Ornamental Iron Works	4
WELD 1500	Welding & Joining Internship	3

Program-Specific Core – Total of 15 Hours

WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4

**Subtotal: 15**

#### Graduation Plan

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

#### Semester One

Apply for Graduation

WELD 1000	Intro Welding Technology	4
WELD 1010	Oxyfuel & Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
	Occupational Related Elective	3

*WELD 1010 and WELD 1110:- Co-Req: WELD 1000*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 15**

## Wireless Engineering Technology

### Wireless Engineering Technology Degree Program

#### WE13

#### Program Description

The Wireless Engineering Technology Associate of Applied Science (AAS) Degree program is designed to address the current and future needs of the wireless industry. This program prepares students for the rapidly changing environment faced by field technicians and engineers and includes topics such as antenna theory and applications, grounding, bonding, power, mobile site equipment and applications, radio frequency theory and transmissions, safety, and regulations, standards and codes. These courses allow for field technicians and engineers to effectively install, troubleshoot, and maintain modern mobile sites including those with new and evolving broadband mobile technologies.

**Program Specific Information**

Students are accepted every semester based on course and space availability.

**Program Length & Availability**

5 Semesters

Campus Availability: Barrow

**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.

**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, COMPASS, or ASSET test scores.

Students must have completed CIST 1401 Computer Networking and CIST 1601 Information Security prior to admission OR pass the Wireless Engineering Entrance Exam with a score of 70% or greater in order to be admitted directly into the degree program. Students not meeting these requirements will begin coursework in the Wireless Networking Technician Technical Certificate of Credit. Students will receive information about the exam once their admission file is complete.

**Curriculum**

General Education Core – Total of 15 Hours

Area I – Language Arts/Communications – Choose 3 Hours

ENGL 1101	Composition & Rhetoric	3
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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
SOCI 2600	Intro to Social Problems	3

Area III – Natural Sciences/Mathematics – Choose 6 Hours

MATH 1111	College Algebra	3
MATH 1113	Precalculus	3

Area IV – Humanities/Fine Arts – Choose 3 Hours

ARTS 1101	Art Appreciation	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
HUMN 1101	Intro to Humanities	3
MUSC 1101	Music Appreciation	3
RELG 1101	World Religions	3
THEA 1101	Theater Appreciation	3

Program-Specific Core – Total of 57 Hours

ENGT 1000	Intro to Engineering Tech	3
CIST 1122	Hardware Install/Maintenance	4
CIST 2114	Fundamentals of Wireless LANs	4
CIST 2451	Introduction to Networks-CISCO	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2602	Network Security	4
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
ECET 1101	Circuit Analysis I	4
ECET 1110	Digital Systems I	4
ECET 2101	Circuit Analysis II	4
WLET 1000	Intro to UNIX & Linux w/Script	4
WLET 1005	Scripting for Wireless Tech	2
WLET 1120	Mobile Site Media/Applications	3
WLET 2100	Antenna Fund/Apps in WLET	3
WLET 2110	Mobile Transmission/Transport	3
WLET 2120	Mobile Tech & Equipment	3

Graduation requirement includes completion of a total of 72 hours in the above areas

**Subtotal: 72**

**Graduation Plan**

Note: For a list of which courses are part of the elective area, please see the Curriculum tab for this program.

<b>Semester One</b>		
ENGL 1101	Composition & Rhetoric	3
MATH 1111	College Algebra	3
CIST 1122	Hardware Install/Maintenance	4
ENGT 1000	Intro to Engineering Tech	3
	Area II General Education	3
	Core	

**Subtotal: 16**

*ENGL 1101 and MATH 1111:- Pre-Req: Test Scores – See Advisor*

<b>Semester Two</b>		
MATH 1113	Precalculus	3
WLET 1000	Intro to UNIX & Linux w/Script	4
CIST 2451	Introduction to Networks-CISCO	4
ECET 1101	Circuit Analysis I	4

**Subtotal: 15**

*MATH 1113:- Pre-Req: MATH 1111 + Regular Admission\**

*ECET 1101:- Co-Req: ENGT 1000*

<b>Semester Three</b>		
WLET 1005	Scripting for Wireless Tech	2
PHYS 1111	Introductory Physics I	3
PHYS 1111L	Introductory Physics Lab I	1
ECET 2101	Circuit Analysis II	4
WLET 1120	Mobile Site Media/Applications	3

**Subtotal: 13**

*PHYS 1111:- Pre-Req: ENGL 1101 + 1113, Co-Req: PHYS 1111L*

*PHYS 1111L:- Co-Req: PHYS 1111*

*ECET 2101:- Pre-Req: ECET 1101 + MATH 1111*

<b>Semester Four</b>		
CIST 2114	Fundamentals of Wireless LANs	4
CIST 2602	Network Security	4
ECET 1110	Digital Systems I	4
WLET 2110	Mobile Transmission/Transport	3

**Subtotal: 15**

*CIST 2114:- Pre-Req: WLET 1000 + CIST 1401 + 2451*

*CIST 2602:- Pre-Req: CIST 1601 + (CIST 1401 or 2451)*

*ECET 1110 Pre-Req: ENGT 1000*

**Semester Five**

Apply for Graduation

CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
WLET 2100	Antenna Fund/Apps in WLET	3
WLET 2120	Mobile Tech & Equipment	3
	Area IV General Education	3
	Core	

**Subtotal: 13**

*CIST 2452:- Pre-Req: CIST 2451*

*WLET 2100:- Co-Req: WLET 1120*

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 72**

## Wireless Networking Technician Certificate Program

### WN11

#### Program Description

Wireless Networking Technicians repair, install, and maintain mobile and stationary radio or cellular communication equipment. They will also be able to install, configure, and monitor computer networking equipment used in digital communication areas such as mobile broadband, WiFi, ship-to-shore, aircraft-to-ground, and service or emergency communication equipment.

#### Program Specific Information

Students are accepted every semester based on course and space availability.

#### Program Length & Availability

2 Semesters

Campus Availability: Barrow

#### 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.

#### 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, COMPASS, or ASSET test scores.

### Curriculum

#### Program-Specific Core – Total of 22 Hours

ENGT 1000	Intro to Engineering Tech	3
CIST 1122	Hardware Install/Maintenance	4
CIST 1401	Comp Networking Fundamentals	4
CIST 1601	Info Security Fundamentals	3
CIST 2451	Introduction to Networks- CISCO	4
WLET 1000	Intro to UNIX & Linux w/Script	4

Graduation requirement includes completion of a total of 22 hours in the above areas

**Subtotal: 22**

### Graduation Plan

#### Semester One

CIST 1122	Hardware Install/Maintenance	4
ENGT 1000	Intro to Engineering Tech	3
CIST 1401	Comp Networking Fundamentals	4

**Subtotal: 11**

#### Semester Two

##### Apply for Graduation

WLET 1000	Intro to UNIX & Linux w/Script	4
CIST 2451	Introduction to Networks- CISCO	4
CIST 1601	Info Security Fundamentals	3

**Subtotal: 11**

**This plan is for informational purposes ONLY. It is not a substitute for meeting with a program advisor each term.**

**Subtotal: 22**

# General 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. Changes will be reflected in 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.

## 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.

### 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.

### 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.

### 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:



**High School  
Equivalency (GED®)**

Contact the Adult  
Education Center for  
your area listed below to  
study for and schedule  
your GED® Test.

**ELA/ESL**

For more information,  
please call the center for  
your area listed below.

Banks County GED®  
Banks Adult Education  
Center  
127 Hudson Valley Drive

Homer, GA 30547

706-677-4302 Phone

706-677-3262 Fax

Barrow County GED®  
Winder/Barrow Adult  
Education Center

163 Martin Luther King  
Jr. Drive  
Winder, GA 30680

770-531-3361 Phone

678-989-3058 Fax

Lisa Prescott (Lead  
Instructor)

Email:  
lprescott@lanierotech.edu

Phone: 770-531-3360

Fax: 678-989-3019

Dawson County GED®  
Dawson Adult Education  
Center

388 Highway 9 North

Dawsonville, GA 30534

678-513-5205 Phone

678-989-3179 Fax

Forsyth County GED®  
Forsyth Adult Education  
Center

3410 Ronald Reagan  
Blvd

Cumming, GA 30041

678-341-6606 Phone

Barrow County ELA/ESL  
Winder/Barrow Adult  
Education Center  
163 Martin Luther King Jr.  
Drive

Winder, GA 30680

770-531-3361 Phone

678-989-3058 Fax

Lisa Prescott (Lead  
Instructor)

Email:  
lprescott@lanierotech.edu

Phone: 770-531-3360

Fax: 678-989-3019

Forsyth County ELA/ESL  
Forsyth Adult Education  
Center at Forsyth Campus  
Laura Sanabria (ESL Lead  
Instructor)

Email:  
lsanabria@lanierotech.edu

Phone: 678-341-6650

Hall County ELA/ESL  
Hall Adult Education  
Center at Stallworth Street  
4 ½ B Stallworth Street

Gainesville, GA 30501

770-531-3370 Phone

678-989-3217 Fax

Tina Schnepfer (ESL Lead  
Instructor)

Email:  
tschnepfer@lanierotech.edu

Phone: 770-531-3353

678-989-3064 Fax      Fax: 678-989-3201

Maria Bond (GED®  
Lead Instructor)

Email:  
mbond@laniertech.edu

Phone: 678-341-6606

Hall County GED®  
Hall Adult Education  
Center  
2535 Lanier Tech Dr

Gainesville, GA 30507

770-531-3356 Phone

Terri Greene (GED®  
Lead Instructor)

Email:  
tgreene@laniertech.edu

Phone: 770-531-3354

Fax: 678-989-3196

Jackson County GED®  
Jackson Adult Education  
Center  
631 South Elm Street

Commerce, GA 30529

770-535-6277 Phone

678-989-3079 Fax

David Butler (Lead  
Instructor)

Email:  
dbutler@laniertech.edu

Lumpkin County GED®  
Lumpkin Adult  
Education Center

150 B Johnson Street  
Dahlonega, GA 30533

706-867-2862 Phone

706-867-8828 Fax

Jennifer Parker (Lead  
Instructor)

Email:  
jparker@laniertech.edu

## Board of Directors

### Lanier Technical College Board of Directors

- James C. Dumas – Bank County
- Heather Standard- Barrow County
- Lanier Swafford, Vice-Chair – Dawson County
- Lynn Jackson – Forsyth County
- Jim Otwell – Forsyth County
- Enrique Montiel – Hall County
- Brenda Simpson – Hall County
- Debbie Weber, Chair – Hall County
- James R. Shaw – Jackson County
- Laura James – Lumpkin County

### State Board of Technical & Adult Education

- Roster of Members

### Technical College System of Georgia

- Greg Dozier

## 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.

## **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-six 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 47,000 square foot administrative and classroom building. During the mid-1970s, Lanier Technical College's facilities were expanded to include a modern industrial training facility and 20,000 square feet of classroom, shop, and administrative space. An additional 26,000 square foot annex building was added in 1981. In 1996 an additional 47,000 square foot classroom building was added. The Forsyth Campus is composed of two buildings. This 57,000 square foot facility opened in 1998. Three other campuses followed. In 2002 a campus was opened in Winder; in 2003 a campus was opened in Commerce; and in 2005 a campus was opened in Dawsonville. Also, in 2005 Lanier Technical College established its presence in cooperation with Hall County Board of Education, at the Lanier Career Center in Gainesville.

Lanier Technical College provides Adult Education classes in an eight a seven-county area. Many classes are taught on our existing Forsyth and Jackson campuses; however, GED and ESL classes are also held in specialized facilities in Banks, Barrow, Dawson, 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 ELS 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 campus 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 Georgia General Assembly approved funding for a Health Science and Economic Development Center at the Lanier Technical College Forsyth Campus. Construction for that facility began in late 2008 with completion in October 2010.

In 2008 the General Assembly approved funding for a classroom addition at the Dawson Campus. Construction for the new facility began in July 2011 and it opened on August 20, 2012, the first day of Fall Semester 2012

Lanier Technical College expanded its service delivery area in July 2002 to include Barrow County. The Winder-Barrow campus evolved through a partnership with the City of Winder, Barrow County government, Barrow County Board of Education, and the Barrow County Industrial Development Authority. The 25,000 square foot facility was located in the heart of downtown Winder and had a student enrollment of approximately 300 credit students. Ground was broken on June 25, 2014 for a new \$16,000,000, high tech campus, which opened on January 7, 2015 at 965 Austin Road, Winder, GA 30680, near the intersection of Highways 316 and 53.

## 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.)

<b>Program</b>	<b>Accrediting or Certifying Agency</b>	<b>Status</b>
<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: www.ada.org	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: www.ada.org	Accredited
<p>*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.</p>		
<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

**Medical Assisting**      Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' (CRB-AAMA).      Accredited

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
Telephone: 727-210-2350  
Fax: 727-210-2354  
Website: [www.caahep.org](http://www.caahep.org)

**Medical Lab Technology**      National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
8410 West Bryn Mawr Avenue, Suite 670  
Rosemont, Illinois 60018  
Telephone: 773-714-8880 Ext. 4181  
Fax: 773-714-8886  
Website: [www.naacls.org](http://www.naacls.org)      Accredited



**Paramedic Technology** Georgia State Office of  
Emergency Medical Services  
2600 Skyland Drive  
Atlanta, Georgia 30319  
Telephone: 404- 679-0547  
Fax: 404-679-0526  
Website:  
[www.health.state.ga.us/programs/ems/](http://www.health.state.ga.us/programs/ems/)

Approved

Commission on Accreditation  
of Allied Health Education  
Programs (CAAHEP) on the  
recommendation of the  
Committee on Accreditation  
of Educational Program for  
the Emergency Medical  
Services Programs.  
Commission on Accreditation  
of Allied Health Education  
Programs (CAAHEP)  
1361 Park Street  
Clearwater, FL 33756  
Telephone: 727-210-2350  
Fax: 727-210-2354  
Website: [www.caahep.org](http://www.caahep.org)

**Practical Nursing** Georgia Board of Nursing  
237 Coliseum Drive  
Macon, Georgia 31217-3853  
Telephone: 478-207-1629  
Fax: 478-207-2440  
Website:  
[www.sos.georgia.gov/plb/lpn/](http://www.sos.georgia.gov/plb/lpn/)

Approved

**Radiology Technology** Joint Review Committee on  
Education in Radiologic  
Technology (JRCERT)  
20 N. Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Telephone: 312-704-5300  
Fax: 312-704-5300  
Website: [www.jrcert.org](http://www.jrcert.org)

Accredited

<b>Real Estate</b>	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>	Approved	associate degrees, diplomas, and technical certificates of credit; <ul style="list-style-type: none"> <li>• Customized business and industry training and economic development services;</li> <li>• Continuing education for technical and professional development; and</li> <li>• Adult education services.</li> </ul>
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<b>Surgical Technology</b>	Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Accreditation Review Council on Education in Surgical Technology (ARC-ST) and Surgical Assisting (ARC/STSA)  Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 Telephone: 727-210-2350 Fax: 727-210-2354 Website: <a href="http://www.caahep.org">www.caahep.org</a>  Accreditation Review Council on Education in Surgical Technology (ARC-ST) Technology and Surgical Assisting (ARC/STSA) 6 W. Dry Creek Circle Suite 210 Colorado 80120 Telephone: 303-694-9262 Fax: 303-741-3655 Website: <a href="http://www.arcst.org">www.arcst.org</a>	Accredited
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**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.

**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

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.

## Statement of Equal Opportunity

The Technical College System of Georgia and LTC do not discriminate on the basis of race, color, creed, national or

ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and LTC promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and LTC have Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. TCSG and LTC report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

### **Title IX**

The Title IX Coordinator is Nancy Beaver, VP of Student Affairs, Breeden-Giles Hall | Hall Campus, 2535 Lanier Tech Drive, Gainesville, GA 30507, phone: 770-533-7001, nbeaver@laniertech.edu. Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Title IX Coordinator at the Hall Campus.

Student Discrimination Grievance Form

### **ADA/504 Coordinator**

The ADA/Section 504 Coordinator is Allison Haynes, Coordinator for Disability Services, Breeden-Giles Hall | Hall Campus, 2535 Lanier Tech Drive, Gainesville, GA

30507, 770-533-7003, ahaynes@laniertech.edu. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the Hall Campus.

ADA Section 504 Grievance

### **Equal Employment Opportunity (EEO) Compliance Officer**

Jill Cantrell, Director Human Resources, Breeden-Giles Hall | Hall Campus, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-6903, cantrell@laniertech.edu. Grievance procedures providing for resolution of alleged employee discrimination may be obtained from the Human Resource Office at the Hall Campus.

### **Equity Coordinator**

The Equity Coordinator is Nancy Beaver, VP of Student Affairs, Breeden-Giles Hall | Hall Campus, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-7001, nbeaver@laniertech.edu. Grievance procedures providing for resolution of alleged student discrimination under these Acts may be obtained from the Equity Coordinator at the Hall Campus.

Student Equity Grievance Form

Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Executive Vice President, Tim McDonald, Hall Campus, Deal Hall, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-6991, tmcDonald@laniertech.edu.

## **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.

# Academic Regulations

## Academic Grades

Grades on the transcript will be recorded in letter grades. A program GPA (Grade Point Average) of 2.0 is required for graduation. A minimum grade of "C" may be required for progress from specified courses to more advanced courses. The following grading scale is used for all Lanier Technical College students:

90 - 100 = A (4.0)

80 - 89 = B (3.0)

70 - 79 = C (2.0)

60 - 69 = D (1.0)

59 or below = F (0)

I	Incomplete
IP	In progress
P	Pass
W	Withdraw before 60% point
WF	Stopped attending without withdrawing
N	Non-credit
AU	Audit (Non-Credit)
EX, EXE, EXP	Credit by exam or portfolio
TR, TRA, TRB, TRC	Transfer Credit
AC	Articulated credit
U	Unsatisfactory

- The grade of "F" indicates that a student completed a course but earned a grade of 59 or below.
- The grade of "I" indicates a student was issued an Incomplete. The missing work must be completed and the instructor's grade correction submitted to change the "I" to a letter grade of "A", "B", "C", or "D" before mid-term of the following semester or it will be automatically converted to a grade of "F".
- The grade of "W" indicates that a student officially withdrew from classes during the first 60% of any academic term following the drop/add period. This

grade is not included in the calculation of grade point averages but may impact financial aid eligibility.

- The grade of "WF" indicates that a student stopped attending without withdrawing and was not awarded a hardship withdrawal. The grade of "WF" will be calculated as an "F" in the GPA. This grade may affect financial aid eligibility.

## Academic Probation

A student who fails to maintain a cumulative 2.0 GPA will be placed on academic probation. The purpose of academic probation is to alert the student that his/her academic performance is not acceptable and to point out the possible consequences if improvements are not made during the next semester of enrollment. A student placed on academic probation (or admitted on probation) must attain a minimum cumulative 2.0 GPA by the end of the next semester in attendance to remove himself/herself from probationary status. A student who fails to do so is subject to academic dismissal.

## Academic Dismissal

A student who fails to attain a minimum cumulative 2.0 GPA the next semester in attendance after being placed on probation is subject to academic dismissal. A student who is academically dismissed must stay out of college one full semester before contacting the Registrar's Office to request reinstatement. If a student waits longer than two full semesters, s/he must reapply for admission to the college. A second academic dismissal could constitute a final dismissal from the student's current program of study.

### Academic Dismissal Waiver Request Procedure

Any student placed on academic dismissal may request a waiver (of the one semester absence from the college) by petitioning the Vice President of Academic Affairs. The waiver request should be in writing and should include the reason for the decline in GPA and the plan to correct the problem or situation including steps taken to prevent future grade problems. The Vice President will consider prior academic history, work responsibilities, time constraints, etc. in determining whether to grant the waiver request. If the Vice President decides to grant the waiver request, he/she will notify the student, and the Registrar's Office in writing or via E-Mail.

## 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
ENG 1101	Composition & Rhetoric	3.0	B	3	9.0
ACC 1100	Financial Accounting	4.0	F	0	0
PSY 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.

## 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.

## 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:
  - a. An Academic Dean, other than the one consulted in Step 2
  - b. A faculty member from a department not involved in the appeal appointed by the Vice President
  - c. A faculty member selected by the student making the appeal
  - d. 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.

## Repeated Course Policy

When a course is repeated, the highest grade is used in the computation of the student's program GPA. Exceptions are grades of "W" and "AU." When a "W" or "AU" is the most recent grade, the previous grade is used in the computation of the student's program GPA.

## Work Ethics Grading Policies

Lanier Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits are defined as essential for student success and are listed in the table below. The definitions for these traits have been integrated into the program standards of each program curriculum thereby allowing each program to make work ethics a relevant and meaningful part of the program curriculum. The traits are assessed within a designated entry level course in each program.

<b>Trait</b>	<b>Definition</b>
Appearance	Displays appropriate dress, grooming, and hygiene
Attendance	Attends class; arrives/leaves on time; notifies instructor in advance of planned absences
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command
Character	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
Communication	Displays appropriate nonverbal, verbal, and written skills
Cooperation	Handles criticism, conflicts, and complaints, appropriately; works well with others
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment
Productivity	Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities
Respect	Tolerates other points of view; acknowledges and appreciates rights of others; has regard for diversity
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member

### **Guidelines:**

The Work Ethics traits will not be formally addressed in General Education or other core courses.

The Work Ethics traits will be introduced in a designated entry level course in each program. Students will be told how and when they will be assessed. Modules of instruction and a for-credit quiz will be included on BLACKBOARD or in class for the designated courses. Instructors of these courses can proceed with instruction of traits in a method that suits the design of the



course/program.

Program instructors will continue to incorporate the traits informally throughout the program courses.

Students will not receive a separate Work Ethics grade for any course.

The official transcript of the college will include the following statement:

*An emphasis, instruction and assessment on Work Ethics Traits are included in every program of study. These traits include appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork.*

The following statement will appear in every course syllabus:

## 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.

## 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.

## Academic Standing Policy

### Good Standing

A student who maintains a cumulative GPA of 2.0 (C) or better is considered to be in good academic standing.

### Academic Probation

A student who fails to maintain a cumulative 2.0 GPA will be placed on academic probation. The purpose of academic probation is to alert the student that his/her academic performance is not acceptable and to point out the possible consequences if improvements are not made during the next semester of enrollment. A student placed on academic

probation (or admitted on probation) must attain a minimum cumulative 2.0 GPA by the end of the next semester in attendance to remove himself/herself from probationary status. A student who fails to do so is subject to academic dismissal.

### Academic Dismissal

A student who fails to attain a minimum cumulative 2.0 GPA the next semester in attendance after being placed on probation is subject to academic dismissal. A student who is academically dismissed must stay out of college one full semester before contacting the Registrar's Office to request reinstatement. If a student waits longer than two full semesters, s/he must reapply for admission to the college. A second academic dismissal could constitute a final dismissal from the student's current program of study.

### Academic Dismissal Waiver Request Procedure

Any student placed on academic dismissal may request a waiver (of the one semester absence from the college) by petitioning the Vice President of Academic Affairs. The waiver request should be in writing and should include the reason for the decline in GPA and the plan to correct the problem or situation including steps taken to prevent future grade problems. The Vice President will consider prior academic history, work responsibilities, time constraints, etc. in determining whether to grant the waiver request.

If the Vice President decides to grant the waiver request, he/she will notify the student and the Registrar's Office in writing via email to the student's LTC account.

### Calculation of Grade Point Average (GPA)

For calculating GPA, each letter grade has a point value. Listed below are the values:

A = 4

B = 3

C = 2

D = 1

F = 0

WF = 0

The grade points are determined by multiplying the number of points a grade is worth times the credit hours a course carries. Thus a grade of an A (4 points) in a 3 credit hour course (4 x 3) equals 12 points. The same grade A in a 4 credit hour course (4 x 4) equals 16 points.

Example: A student's grades may appear as follows:

Course	Credit Hours	Grade Points
ENGL 1010 Fundamentals of English	3	B (3) 9
MATH 1012 Foundations of Mathematics	3	A (4) 12
CIST 1001 Computer Concepts	4	D (1) 4
Total Points	10	25

Individual course points are added together to determine total points. To determine the GPA, divide total points by total credit hours:  $25 / 10 = 2.5$  GPA.

## 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.

## 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.

## 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.

## The Family Educational Rights and

## 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.

## Federal Definition of a Credit Hour

LTC implements credit hours in a manner consistent with the federal definition.

Note: Federal Definition of the Credit Hour. Credit hour, as defined in the U.S. Department of Education guidance to institutions and accrediting agencies regarding a credit hour as defined in the final regulations published on October 29, 2010.

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

One (1) semester credit hour is defined as follows:

1. one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to

twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. at least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

One distance or hybrid course credit is defined as an equivalent amount of instruction and student work leading to equivalent learning outcomes as required for a traditional class.

**Note: Practicum:** A course designed to give students supervised practical application of previously studied theory.

**Internship:** A course designed to give students supervised, practical training.

**Clinical:** A course designed to give students opportunities for the direct, supervised observation and treatment of patients/clients.

### Evaluative Criteria

Each course assigned a given course identification code utilizes the listed components identical to those designated for that course identification code statewide.

- 1.

course title;

- 2.

essential course description;

- 3.

essential competency areas taught; and

- 4.

number of semester credit hours awarded for course completion.

- 5.

credit hour requirements for lectures and lab are met

Specific Computations are as follows:

- 

Lecture: 750 minutes of lecture is one credit hour unit

- 

Lab 2: 1500 minutes of 2-1 lab time is one credit hour unit

- 

Lab 3: 2250 minutes of 3-1 lab time is one credit hour unit

**Note:** Lab is any learning activity that is not specifically designated as lecture. Activities can include, but are not limited to, demonstration, practicum, internship, or clinical (see definitions below). Designation of an activity as Lab 2 or Lab 3 is at the discretion of the course developer. **Demonstration** - teacher assisted learning activities, normally requiring some out-of-class preparation by the student, and may require out-of-class practice assignments.

**Practicum** - instruction which emphasizes structured activities requiring application and practice of occupational competencies. Normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.

**Internship or Clinical** - instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. Normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments. Clinical is normally associated with health sciences technology related programs.

## 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.

## General Education Program

General education degree courses at Lanier Technical College serve as an instructional foundation directed towards accentuating the student's ability to process and synthesize literacy and computational information that would be adaptable in the global technological information society. Additionally, these courses lead to success in accomplishing program requirements and in the student's chosen career field.

The general education associate degree program at Lanier Technical College helps students achieve their academic, career, and life goals. General education at Lanier Technical College helps students establish and expand their world view and perspective on the community at large by obtaining skills and knowledge in the following areas:

- Communication
- Critical thinking
- Problem solving
- Social behavior and interactions

The general education core competencies enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society. Competencies are integrated throughout the general education program. Course syllabi outline objectives, minimum learning outcomes, assessment, and evaluation methods. Core general education courses explicitly incorporate objective measurement tools to assess student achievement of the core competencies as follows:

- **Communicate Effectively.** Read and/or listen with

comprehension and write clearly using Standard English. Students will demonstrate competence in reading/listening and writing. These competencies are necessary to successfully complete a proctored essay exam and appropriately formatted (MLA) formal research paper or report. This outcome is assessed in ENG 1010 and ENG 1101. Each Lanier Technical College student must achieve a Developing level or higher (70% or above) on these assessments. The developing level is defined as identifies the central idea; provides adequate examples; support from information read or heard is evident, but insubstantial; only some errors in grammar and language; and generally conforms to format requirements.

- **Think Critically.** Use appropriate search strategies and resources to find, evaluate, and use information. Each Lanier Technical College student must be aware of basic bibliographic research methods to successfully complete a research paper or research report. An additional method of assessment of general education competencies is a library skills test. This outcome is assessed in ENG 1010 and ENG 1101. Each Lanier Technical College student must achieve a Developing level or higher (70% or above) on these assessments. This developing level means the graduate is able to identify some methods involved in finding and synthesizing information; locates and analyzes some information; evaluates material inconsistently; and conforms to MLA format at a beginning level.
- **Solve Problems.** Use quantitative techniques to organize, analyze, and synthesize data to solve a mathematical problem. Students will demonstrate a basic knowledge of mathematics operations and fundamental numeracy concepts; and of how those fundamental concepts may be applied in problem solving as necessary in all professional and technical careers. These concepts are a part of the competencies of each natural science/mathematics course that may be taken to satisfy the core general education requirement depending on the program of study. This outcome is assessed in MAT 1100, MAT 1101, MAT 1111, MAT 1011, MAT 1012, and MAT 1013. The student must achieve a Developing level or higher (70% or above) on this assessment. This developing level means the graduate is able to identify some factors involved in solving a mathematical problem; correctly solves simplistic mathematical problems requiring little organization, analysis or synthesis.

- **Understand social behavior and interactions.**

Students will demonstrate a basic knowledge of the principles of human relations/behavior. An understanding of these fundamental concepts and how to apply them will provide the basic foundation for understanding social behavior and human interaction. In addition, they may be applied for success in technical and professional careers. These concepts are a part of courses that may be taken as part of satisfying the core general education requirement depending on the student's program of study. This outcome is assessed in PSY 1101 and PSY 1010. The student must achieve a Developing level or higher (70% or above) on this assessment. This developing level means the graduate is able to identify important dimensions of human behavior and appropriate social interactions in some situations; to analyze and apply rules and norms correctly to common situations.

## Graduation

Each potential graduate must complete an Application for Graduation Form the semester prior to the student's completion of graduation requirements after s/he registers for her/his last class. The application deadline will be posted at each campus. The student's faculty advisor and the Graduation Specialist will complete a graduation audit to insure that all requirements for graduation have been successfully completed. Degrees, diplomas or technical certificates of credit cannot be ordered until final grades are submitted and the graduation audit is completed. All program requirements must be completed by the last day of the term for students to be considered for graduation in that term.

A program grade point average (GPA) of 2.0 or higher is required for graduation. The program GPA includes all courses required for program completion. Lanier Technical College also awards technical certificates of credit or diplomas, which are "embedded" within a program of study.

A formal ceremony is held once each year for graduates during the academic year. Students are encouraged to participate in the ceremony. Specific information on each year's commencement is emailed to all students eligible to participate. Students participating in the ceremony will be required to pay a \$40 graduation fee which is non-refundable and is not covered by HOPE. Students who achieve a final GPA of 4.0 in their declared program of study are provided honor cords to wear at commencement.

## 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.

## 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.

## 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.

## 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 (p. 452) from Student Handbook for the full scope of expected student conduct and penalties for infractions.

## 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 view on the College's website.

### Single-Sign On (SSO)

LTC issues a unique username and password to each student upon admission. This account is referred to as the Laker Login and is used for single-sign on (SSO) for most LTC IT services.

### Passwords

All students are required to change their SSO password BEFORE logging into the Learning Management System (LMS), BannerWeb or any other LTC IT service. LTC keeps no record of the student's password once it has been changed. Students may use the Microsoft Self-Service tools for secure password recovery. Students are responsible for keeping their password confidential. Students may also submit a request for a password reset to the LTC HelpDesk. LTC HelpDesk staff will use the LTC Identity Verification Tool to check a student's identity and then perform a password reset if needed. Students are then required to change their password to one unknown to LTC employees prior to accessing the LMS or other LTC IT resources.

### Learning Management System (LMS)

All users who are required to access the Learning Management System, the platform the College uses for distance education, use the Laker Login SSO. The LMS 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.

### Office 365

For Office 365 resources, multifactor authentication is enabled when off campus, requiring students to authorize their login with a third verification (code delivered via text or phone call, or using a secure authorization app on smart phones).

### LTC Student Email

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.

### Other Websites

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 private information be compromised in any way, Lanier Technical College will inform those affected of the breach.

## 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.

## Student Suspension and Dismissal Guidelines

### Code of Conduct Violations Procedures

1. The instructor will refer any student who violates any of the academically-related code of conduct actions to the academic supervisor. The instructor will refer any student who violates any of the other code of conduct actions to the Vice President for Student Affairs.
2. The appropriate administrator will meet with the student to discuss the action and investigate the allegations as necessary.

3. Depending upon the severity and the number of occurrences of the action, the administrator will impose appropriate sanctions (verbal or written warning, probation, suspension, or dismissal).
4. The administrator will document the process and notify the instructor of the action.

## 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. A faculty member or administrator of an regionally-accredited university or college
  - b. A school superintendent, principal, or counselor
  - c. A librarian
  - d. 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. 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.

## Transferring and Awarding Credit Procedure

Under appropriate circumstances, students may be awarded academic credit for coursework completed at other

institutions, or for other forms of training/education that are comparable to courses offered at Lanier Technical College.

### **Transfer of College Credit**

A student may receive credit for courses taken at another postsecondary institution if:

- The course taken has essentially the same content and is taught at a comparable or higher level as the course at Lanier Technical College;
- An official transcript is on file in the student's admission file from all post-secondary institutions attended;
- The course has an equal or greater number of credit hours as the course at Lanier Technical College;
- A grade of "C" or higher has been earned for the course to be transferred;

Some courses are subject to a time limit for transferability. The Office of the Registrar provides a list of these courses.

A grade of "TR" (Transfer Credit), "TRA" (Transfer Credit A - not calculated in GPA), "TRB" (Transfer Credit B – not calculated in GPA), or "TRC" (Transfer Credit C – not calculated in GPA) will be entered on the permanent record if credit is awarded. The hours will not be computed in the grade point average.

#### *Transfer Credit from Regionally Accredited Institutions*

The Office of the Registrar will normally award transfer credit for coursework taken at regionally accredited institutions, provided the above conditions are met and the student's previous institution is in good standing with its accrediting body.

#### *Transfer Credit from Non-Regionally Accredited Institutions*

For coursework taken at non-regionally accredited institutions, the Office of the Registrar and the Academic Affairs division determine the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which students seek transfer credit. The Office of the Registrar mails a Faculty Credential Verification Form to the previous institution. The VPAA validates the credentials of the faculty who taught the course(s). The Office of the Registrar, the VPAA, and - when appropriate - faculty credentialed in the field evaluate the comparability of the nature, content, and level of the learning experiences to the

courses offered at Lanier Technical College; the appropriateness and applicability of the learning experiences to the programs offered at Lanier Technical College; and the length of time that has passed since the course was taken. In cases where course equivalency is questioned, credit must be validated by examination.

### **Articulated Credit**

Students who graduated from a Georgia high school within the previous 24 months may be eligible to earn credit for high school coursework. Students wishing to receive articulated credit must complete a Request for Articulated Credit Form in the Office of Student Affairs, and complete a validation exam for each course selected. Credit will be awarded in cases where the student scores 70% or higher on the validation exam for the course.

### **Exemption Credit**

Exemption credit is awarded when the student successfully completes an examination equivalent to the course's final comprehensive examination. The student must present satisfactory evidence that he/she has prior knowledge of a particular subject before being eligible to test. Such evidence may be in the form of a portfolio, job description, letter from an employer, certificate of completion from a noncredit program, transcript from a non-accredited program, or similar documentation. The course instructor makes the determination whether or not the student is eligible to test. In order to take an exemption evaluation, the student must complete an Exemption Credit Payment Form.

### **Advanced Placement Credit**

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services

Advanced Placement Examinations - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

International Baccalaureate Credit - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB

Examinations are offered by the International Baccalaureate Examination Board.

<b>AP Courses we Accept</b>	<b>Required Grade</b>	<b>Credit Hours</b>	<b>Course Name and Number Equivalent</b>
Art History	3	6	ARTS 1101
Biology	3	8	BIOL 1111L
Calculus AB	3	3 to 4	MATH 1131
Calculus BC	3	6 to 8	MATH 1131 MATH 1132
Chemistry	4-5	8	CHEM 1211L- CHEM 1212L
Chemistry	3	8	CHEM 1151L
Eng Lang/Comp	3	3	ENGL 1101
Eng Lit/Comp	3	3	ENGL 1102
Government Politics: United States	3	3	POLS 1101
Macroeconomics	3	3	ECON 2105
Microeconomics	3	3	ECON 2106
Physics B	5	4	PHYS 1110L
Physics C: Mechanics	3	4	PHYS 1111L
Physics C: Electricity Magnetism	3	4	PHYS 1112L
Psychology	3	3	PSYC 1101
Spanish Language and Culture	3	6	SPAN 1101 SPAN 1102

Statistics	3	3	MATH 1127
U.S. History	3	6	HIST 2111 HIST 2112
World History	3	6	HIST 1111 HIST 1112

- Hall: English, Math, and Biology
- Forsyth: English/Reading, and Math
- Barrow and Dawson: English
- Jackson: English and Math scheduled on an as-needed basis (students at this campus may be referred to Hall, Forsyth, Dawson, or Barrow tutoring services).

### 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.

## Tutoring Services Procedures

Tutoring services are available at each Lanier Technical College Campus as indicated:

Semester Tutoring Schedules are available online.

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.

## 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.

## 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.

# Admissions

## Admissions Classifications

**Regular Admission** of students to a program is contingent upon their meeting statewide admissions requirements and institutional admissions requirements established for that specific program and upon proper completion of all admissions procedures.

**Provisional Admission** of students to a program is based on an evaluation of test scores and other admission file data by the Office of Admissions and program faculty and upon proper completion of all admissions procedures. Provisionally admitted student's English, Math and/or Reading levels that do not meet regular admission requirements must enroll in Learning Support classes. Provisionally admitted students are allowed to take certain programs specific courses as designated in the program standards. All students initially admitted on a provisional basis must meet regular program admission requirements prior to graduation. Provisional admission of transfer students to a program is contingent upon their meeting applicable licensure and accreditation requirements.

Some students may be referred to Adult Education depending upon test results. Adult Education and/or Learning Support classes are offered to enable students to meet recommended standards. Courses include reading, math, and English so as to support improving the student's chances of success in a regular program of study. Students may also receive English as a Second Language (ESL) instruction.

**Special Status Admission** is granted to an applicant who desires to take credit courses for personal or professional benefit but do not plan to earn a degree, diploma or certificate. The following parameters apply to this classification:

- Classified as non-award seeking when granted special student status by the Admissions Office.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Credit 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.
- Must meet 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.

## Admission Procedures

1. Submit a completed application for admission with the \$25 non-refundable application fee to the Office of Admissions.
  - a. Information about applying for admissions on-line
2. Submit an official high school transcript or an official GED or HSE transcript.
  - a. If you have completed 30 semester or 45 quarter hours of degree level coursework at a regionally accredited college, a high school transcript/GED scores is not required for Admissions.
  - b. Students applying for federal financial aid (PELL) must submit official high school transcripts.
3. Request official post-secondary transcripts be sent from all colleges, universities, or other post-secondary institutions attended. These should be sent to the Admissions Office.
4. Request official ACCUPLACER, SAT, or ACT test scores be sent to the Admissions Office.

## Home Study Programs

Applicants who were home schooled In the state of Georgia and did not attend a recognized accredited program must submit:

- 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. Â§ 20-2-690.

- Annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years (the final progress report or transcript must include the graduation date).

Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:

- 

Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and one of the following:

- 

PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

- 

ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

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 only when files are complete. Students are notified by mail and email of their acceptance and upon acceptance will receive information regarding academic advisement and registration.

### **Double Majors**

Lanier Tech does not allow a student to enroll in two different programs at the same time.

### **Practical Nursing Transfer Students**

Applicants to Lanier Tech who have been previously enrolled at a postsecondary institution and desire entrance into the Practical Nursing program must meet all admissions requirements of transfer students. In addition, these applicants must submit a letter of reference from their instructor at the previous institution and adhere to the competitive admission process used by the Practical Nursing program at Lanier Tech. Applicants will then be

admitted on a space available basis within the appropriate course sequence. Please click [here](#) for more information. Students dropped from the Practical Nursing program for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a nursing course will be allowed to repeat the course(s) one time only. Readmission to the program will be granted on a space-available basis within the appropriate course sequence and will be based on the date the student applied for readmission.

### **Change of Program**

Students desiring to change programs must complete the appropriate forms and meet all the admissions standards for their new program of study. If the program to which the student is attempting to transfer has a waiting list, the student will be placed on the list in accordance with the date of application for transfer. The student will be notified by the Office of Admissions of his/her admission status into the new program. Change of program forms should be submitted prior to the posted semester application deadline to ensure timely processing.

### **Disadvantaged and Disabled Students**

Within a framework of personal guidance and evaluation, special services are provided for the disadvantaged and/or disabled student, and students with limited English proficiency. These services include aiding students in setting realistic goals, making reasonable accommodations, providing job orientation and placement, providing assistance in determining the degree and nature of the disability and/or disadvantage, and suggesting community service agencies for additional assistance. For further information, please contact the following:

**For questions regarding a disability or accommodation, please contact:**

Allison Haynes, Coordinator of Disability Services  
770-533-7003 ahaynes@laniertech.edu

**For questions regarding a special populations programs, please contact:**

Kari Register, Coordinator of Special Populations  
770-533-7005 kregister@laniertech.edu

**For questions regarding career services, please contact:**

Sarah Jolly, Career Center Coordinator  
770-533-7009 sjolly@laniertech.edu

### **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 Admissions Office. Students who have been dismissed because of unsatisfactory academic progress may be readmitted after one semester of absence from the School. A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appeal through the Vice President for Student Affairs' Office. Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A break in enrollment in excess of two semesters will require students to complete the curriculum in place at the time of re-enrollment.

### Competitive Admission

The programs listed below use a competitive admission process to select applicants for admission. Please refer to the program information section for specific competitive admission criteria for each program.

- Associate of Science in Nursing
- Dental Assisting
- Dental Hygiene
- Physical Therapist Assistant
- Practical Nursing
- Radiologic Technology
- Surgical Technology

## Admission Procedures for International Students

Individuals with permanent resident status may be admitted under the same circumstances as any other eligible student. They must complete the following requirements in addition to the admission procedures for new students:

Furnish an official English translation of all secondary and postsecondary records and an evaluation of those records performed by an independent evaluation service. Documentation of U.S. high school equivalency is required for most all programs.

Students with foreign transcripts must have their transcripts translated and evaluated. (Your records must be translated & evaluated indicating that they are equivalent to a United States High School diploma or higher).

### The credential evaluation company must be a member of NACES.

**Note:** Lanier Technical College does not issue I-20 VISAs.

Provide appropriate program readiness scores. If the student has not previously tested on one of Lanier Technical College's readiness assessments, contact the Office of Admissions to schedule a time for the ACCUPLACER placement exam.

Students who are not US citizens or permanent resident aliens who can provide documentation of lawful presence in the United States shall pay foreign tuition which is four times the in-state tuition.

## Admissions Testing

### Assessment Policy

The ability of a student to succeed in occupational or academic programs at Lanier Technical College is greatly determined by the math and language skills possessed by the student. Lanier Technical College is committed to assisting students in achieving their maximum potential. It is the philosophy of Lanier Technical College that a student is not helped by admitting them into a program in which they do not possess the basic education skills needed to succeed. Therefore, all students applying for degree, diploma and certificate programs must meet one of the following program readiness assessments prior to acceptance to a program of study at Lanier Technical College. Test scores no longer expire.

Lanier Technical College will accept the following for College Placement Scores\*:

- ACCUPLACER or COMPANION, with appropriate test scores for certificate, diploma, or degree programs. These minimum scores can be obtained in the Office of Admissions.
- General Education Development (GED®) scores of 165+ on English or Math
- Validated assessment scores on SAT, ACT, or PSAT if the scores meet the college program's required minimums. Inquire with the Office of Admissions as to the college's minimum score requirements.
  - If a student's SAT, ACT, or PSAT scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments.

- 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).
- Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only) of a 525 or higher.  
HOPE GPA after completion of 10th grade of 2.60 or higher.
- High school GPA of 2.0 for approved Lanier Technical College's defined Entry Level Workforce Certificates. Inquire with the Office of Admissions for these programs.
- **\*\*Summer 2020, Fall 2020, Spring 2021, Summer 2021 Admissions Update:** ACCUPLACER testing requirements will be waived for applicants for the upcoming summer 2020, fall 2020, spring 2021, and summer 2021 semesters. **Although the ACCUPLACER will be waived, students will be required to meet other criteria as listed herein. If applicants do not have requirements herein, above, we will review a student's high school transcript for appropriate College Placement Scores.** If a student has not been required to provide a high school transcript due to having 30 semester degree level hours from a regionally accredited college, the student will be required to provide a high school transcript for review for College Placement Scores.

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.

All Competitive Programs must meet additional requirements, as posted on the program pages, to be accepted into the Competitive Program desired. Please contact [admissions@laniertech.edu](mailto:admissions@laniertech.edu) for more information.

\*The Commissioner of the Technical College System of Georgia (TCSG) has the ability to waive any portion of the above readiness in times of business crisis as outlined in the TSCG State Board Procedure 1.1p. Upon this

occurring, Admissions will outline the procedure established during those times and the effective dates herein and make any adjustments to such criterion to the admissions procedures.

### 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 Next Generation Placement Test, you may review the ACCUPLACER online guide via the app or visit the links below.

Study Guide App Information: ACCUPLACER Study App

Please see the following pdf study guides for ACCUPLACER Next Generation:

- ACCUPLACER Next Gen Advanced Algebra Sample Questions
- ACCUPLACER Next Gen Algebra Sample Questions (Only for those programs requiring an advanced math course)
- ACCUPLACER Next Gen Arithmetic Sample Questions
- ACCUPLACER Next Gen Reading Sample Questions
- ACCUPLACER Next Gen Writing Sample Questions

### 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 meets with their advisor for 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, testing with large print booklets, and testing with audio equipment. The ACCUPLACER is an untimed test. The applicant should provide documentation of the disability and a recommendation of the special provisions needed.

If you have a documented disability and would like to request additional accommodations, please contact [ahaynes@laniertech.edu](mailto:ahaynes@laniertech.edu) or 770-533-7003.

## Retest Procedures

Students may request a retest on the ACCUPLACER exam. One retest per academic year is allowed. There is a 30 day wait period between the initial test and retest that is required. A retest fee of \$10 per section will be assessed. Contact the Office of Admissions for further information.

Admissions Retest Procedures

## Change of Program

Students desiring to change programs must complete the appropriate forms and meet all the admissions standards for their new program of study. If the program to which the student is attempting to transfer has a waiting list, the student will be placed on the list in accordance with the date of application for transfer. The student will be notified by the Office of Admissions of his/her admission status into the new program. Change of program forms should be submitted prior to the posted semester application deadline to ensure timely processing.

## Competitive Admission

### Programs with Competitive Admissions or Additional Admissions Requirements

The following programs have competitive admissions procedures:

Associate of Science in Nursing; Dental Assisting; Dental Hygiene; Practical Nursing; Radiologic Technology; Physical Therapist Assistant and Surgical Technology

The competitive admissions procedures can include completion of prerequisite coursework, review of GPA and academic performance, job shadowing and additional

aptitude and competency testing. The criteria for admissions varies by program and may include other requirements. For specific information, please visit the program information pages on the Lanier Technical College catalog website under Programs of Study.

## Programs with Additional Requirements for Admission

Requirements vary by program. Please refer to the program information pages on the Lanier Technical College catalog website under Programs of Study for specific information regarding additional requirements for programs.

## Double Majors

Lanier Technical College does not allow a student to enroll in two different programs at the same time.

## Dual Enrollment Program

High School students may enroll at Lanier Technical College and receive credits at both the high school and Lanier Technical College. Students must meet the regular admission requirements for their intended program of study.

Dual Enrollment allows students to earn credits in occupational or degree level core coursework at Lanier Technical College that will also count toward their high school graduation requirements.

For more information on Dual Enrollment, please visit our website.

## 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 or be dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades. Applicants should refer to the Program of Study webpages for complete information about age requirements for the program.

Lanier Technical College does not accept or recognize

transcripts indicating a certificate of performance, certificate of attendance, or special education diplomas.

A regular high school diploma or a High School Equivalency transcript such as the GED, HiSet, or TASC is required as a prerequisite for entrance into diploma and degree programs, and for most certificate programs. See specific entrance requirements for individual programs. The President of Lanier Technical College may grant a waiver to the admissions requirement as it relates to possessing a GED or high school diploma for those secondary students who are otherwise eligible to enroll in a program of study that is agreed upon by the secondary school and Lanier Technical College. This may apply to students seeking dual or joint enrollment in high school initiatives such as Dual Enrollment with Lanier Technical College.

## 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. Lanier Technical College shall be open to individuals who are seeking post-secondary education. Admission to specific programs will consider a student's readiness to ensure students reach their maximum potential consistent with the academic standards applicable to the program.

Admission to Lanier Technical 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.

## Healthcare Assistant /

## Interdisciplinary Studies Degree

Students applying for competitive admission to Allied Health **diploma** programs such as Practical Nursing will initially be admitted into the **Healthcare Assistant** certificate program. Students complete the general core and occupational core required in order for them to be considered for the competitive admission process for their program of study while in the Healthcare Assistant certificate program.

Applicants for **degree** level Allied Health competitive admission programs such as Associate of Science in Nursing, Dental Hygiene, Physical Therapist Assistant, Radiologic Technology and Surgical Technology Degree are initially admitted to the **Interdisciplinary Studies** degree program. Students complete the required prerequisite core courses necessary for consideration for competitive admission into their chosen program of study.

## 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.

## 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.

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:

### **U.S. Citizens**

1. A current U.S. Passport or U.S. Passport card.
2. A current State of Georgia Driver's License or State of Georgia State ID card issued after 1/1/2008.
3. An unexpired driver's license or identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]. Link: <https://law.georgia.gov/resources/immigration-reports> (List of States)
4. An Original or Certified U.S. Birth Certificate. Photocopies are not acceptable. The official seal must be visible on it from a U.S. state, county, municipal authority, or territory.
5. A current U.S. Military ID (service member only, not dependent). Must be presented in person.
6. A completed FAFSA application may satisfy this requirement. The FAFSA year must correspond with your term of admission.
7. A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
8. A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
9. A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350).
10. A Consular Report of Birth Abroad (FS-240).

### **Other**

1. A current Permanent Resident Card or Alien Registration Receipt Card.
2. I-94 (Arrival/Departure Record).
3. I-766 (Employment Authorization Card).

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 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.

## 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.

## 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.

## 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.

## Transfer Students

Students must provide transcripts from all colleges or universities attended for evaluation of credit and for admissions acceptance. 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.

Some programs may have specific guidelines for acceptance of transfer students into the program. Please refer to the specific program webpage for information about transfer and how credit is received.

## Transient Students

### Incoming Transient Students

A student in good standing at another accredited institution may be permitted to enroll as a "transient" student on a space-available basis in order to complete work to be transferred to the parent institution. A transient student should be advised in writing by the parent institution concerning recommended courses. The transient student must:

- Submit an application and a \$25 non-refundable application fee to Lanier Technical College.
- Present a statement from the Registrar or Academic Dean of the parent institution that the student is in good standing and eligible to return to that institution. Enrollment is usually limited to one semester.
- Pay all scheduled tuition and fees of Lanier Technical College or have pre-approval for financial aid.
- Applicants for transient status must re-apply and

receive transient status approval for each semester that they wish to enroll under the transient status.

- Students from another Technical College System of Georgia institution who wish to enroll in online courses only should apply through the GVTC website.
- Transient applicants must provide documentation of Lawful Presence in the United States. More information on the required documents can be found in the Admissions/Residency Policy of this catalog.

### Outgoing Transient Students

A student in good standing at Lanier Technical College may be permitted to enroll as a "transient" student at another accredited institution. The outgoing transient student must:

- Complete the Lanier Technical College Request for Transient Status form, Request for Transient Status.
- Have successfully completed a minimum of one semester at Lanier Technical College.
- Request permission for a transient class that is required for their current program of study.
- Meet pre-requisites for the course they plan to take.
- Receive approval from their program advisor.
- Apply to the College you wish to attend, seeking admission as a transient student and pay their application fee. (Students from Lanier Tech who wish to attend another Technical College System of Georgia institution and plan to enroll in online courses only should apply through the GVTC website)
- Earn a grade of "C" or higher for the course to be transferred back to Lanier Technical College.

Transient status cannot be granted for Learning Support courses.



# Campus Facilities

## Bookstore

Visit our Bookstore Website or Contact us at the Hall campus at 770-533-7045 or email at [campusstore@laniertech.edu](mailto:campusstore@laniertech.edu).

## Business Hours

### Normal business hours:

7:30 am until 6:00 pm - Monday through Thursday

8:00 am until Noon - Friday

### Academic Affairs

Hall Campus	7:30 am - 7:00 pm
Forsyth Campus	8:00 am - 7:00 pm
Barrow Campus	7:00 am - 7:00 pm
Jackson Campus	8:00 am - 5:30 pm Monday - Thursday
Dawson Campus	7:30 am - 5:00 pm

### Administrative Services

Hall Campus	7:30 am - 6:00 pm
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### Adult Education

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

Hall Campus	7:00 am - 6:00 pm
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### Student Affairs

Hall Campus	7:30 am - 6:00 pm
Forsyth Campus	7:30 am - 6:00 pm
Barrow Campus	7:30 am - 6:00 pm

## Campuses and Sites

### Hall Campus

The Hall Campus is the newly built campus of Lanier Technical College which opened January 2019 and is located near the JA Walters Family YMCA off of I-985N. The campus features six buildings with almost 325,000

square feet on 95 acres. Students have access to a well-furnished library, student center, classrooms, and laboratories. Paved parking is available in close proximity to the facilities. The former Oakwood Campus was relocated to this new campus.

### Barrow Campus

Located a short distance from Highway 316 on Austin Road, 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 Campus

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.

### Forsyth Campus

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 Campus

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.

## Children on Campus

- Children are not to be brought to class.
- Children ages 15 and under are not allowed on campus unless accompanied by an adult.
- 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.
- 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.

## 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.

## 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.

## 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.

Location	Capacity	Contact
Hall County-Lecture Hall	seats 210 people	770-533-6920
Forsyth County-Meeting Room	seats 80 people	678-341-6626
Forsyth County-Conference Center	maximum capacity 1400	678-341-6619
Jackson County-Meeting Room	seats 200 people	770-535-6270
Barrow County-Meeting Room	seats 90 people	770-297-4513
Barrow County-Lobby Space	maximum capacity 90	770-297-4513
Dawson County-Meeting Room	maximum capacity 90	678-513-5201

## 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.

## Housing

Lanier Technical College has no dormitories or other housing facilities.

## 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.

## 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.

## 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 (p. 324)

## 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

- The Times
- Lanier Technical College

## 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.

## 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:

- 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:

Hall Campus	678-410-4139
Forsyth Campus	678-283-1483
Barrow Campus	678-617-0849
Jackson Campus	678-859-2329
Dawson Campus	678-859-2891

## 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.

## Vehicles on Campus

Students should display a parking hang-tag on the rear view mirror of their vehicles if they attend classes at the Hall or Forsyth County locations. Parking permits are issued during registration or may be obtained in Administrative Services offices (8 am to 7 pm) or Academic Affairs offices (7 pm to 10 pm) on the Hall campus or the Student Affairs offices on the Forsyth County site. Students who need an additional permit or who change vehicles during the quarter must contact Administrative Services for a new decal. Each student is allowed two free parking permits. Any additional permits will cost \$3 each.

If a student receives a ticket, a hold will be placed on the student's account preventing registration, transcript requests, etc. Towing at the owner's expense may occur when parking regulations are violated.

Driving and parking a vehicle on campus is a privilege and

not a right. The cooperation of everyone operating vehicles on campus is essential to traffic control and safety. Students may enter the campus only from marked entrances and must follow arrows of traffic flow. Vehicles left on campus overnight or over a weekend without the permission of the Vice President of Administrative Services or another campus administrator may be ticketed and/or towed.

Parking for Lanier Technical College students is permitted in any space excluding designated spaces listed below. Student vehicles parked in any of the areas listed below are considered in violation of parking policy and may be ticketed.

- Staff, Faculty, and Administration
- Visitors
- Handicapped
- Fire Lanes, Labs, and Shop Areas
- Cosmetology Patrons (Hall Campus)
- Outside of curbing and any other unpaved areas

If a student receives a ticket, a hold will be placed on the student's account preventing registration, processing of transcript requests, etc. Towing at the owner's expense may occur when parking regulations are violated.

Parking for staff, faculty, administration, and visitors is clearly marked on/in designated spaces. Parking spaces for handicapped students are marked in blue, and handicapped signs are displayed.

### Vehicular Accidents on Campus

Vehicular accidents on campus should be reported to the appropriate county Sheriff's Office or Police Department who will complete and file the necessary report. This report will be available to individuals involved in the accident. Anyone desiring a report must contact the appropriate county Sheriff's Office or Police Department.

College security should also be contacted after the local law enforcement is called. Administrative Services will request a copy of the law enforcement report for college records.

## Video Messaging System

Closed circuit televisions are placed throughout buildings on the Hall campus as well as in the Barrow, Dawson, Forsyth, and Jackson facilities. Announcements and

notices are available on these televisions in an effort to inform students.

## 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.

# Course Descriptions

## ACCT - Accounting

### ACCT 1100 - Financial Accounting I (4)

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

Prerequisite: Program Admission.

### ACCT 1105 - Financial Accounting II (4)

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

Prerequisite: ACCT 1100.

### ACCT 1115 - Computerized Accounting (3)

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

Prerequisite: ACCT 1100, COMP 1000.

### ACCT 1120 - Spreadsheet Applications (4)

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

Prerequisite: COMP 1000.

### ACCT 1125 - Individual Tax Accounting (3)

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

### ACCT 1130 - Payroll Accounting (3)

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

Prerequisite: ACCT 1100.

### ACCT 2000 - Managerial Accounting (3)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

Prerequisite: ACCT 1105.

### ACCT 2100 - Accounting Internship I (4)

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

Prerequisite: ACCT 1105, ACCT 1115, ACCT 1120, ACCT 1125, ACCT 1130.

**ACCT 2110 - Accounting Simulation (3)**

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

Prerequisite: ACCT 1105, ACCT 1120. Corequisite: ACCT 1115.

**ACCT 2115 - Bookkeeper Cert Review (3)**

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.

Prerequisite: ACCT 1105, ACCT 1130, Advisor Approval.

**ACCT 2120 - Business Tax Accounting (3)**

Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

Prerequisite: ACCT 1125.

**ACCT 2130 - Integrated Acct Mgmt (3)**

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.

Prerequisite: ACCT 1105, ACCT 1115, ACCT 1120.

**ACCT 2140 - Legal Environment of Busn. (3)**

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

Prerequisite: Program Admission.

**ACCT 2145 - Personal Finance (3)**

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

**ACCT 2155 - Principles Fraud Examination (3)**

Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

Prerequisite: Program Admission.

**ACRP - Automotive Collision Repair****ACRP 1000 - Intro/Auto Collision Repair (4)**

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

**ACRP 1005 - Auto Components Repair/Replace (4)**

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

**ACRP 1010 - Foundations Collision Repair (5)**

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.



**ACRP 1015 - Fundamentals of Auto Welding (4)**

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

Prerequisite: ACRP 1000.

**ACRP 1017 - Mech/Electrical Systems I (4)**

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 1018 - Mechanical & Electrical System (4)**

Prerequisite: ACRP 1000, ACRP 1005.

**ACRP 1019 - Mech/Electrical Systems II (5)**

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

**ACRP 2000 - Intro to Refinishing (5)**

Prerequisite: ACRP 1010.

**ACRP 2001 - Intro Auto Paint/Refinishing (5)**

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

**ACRP 2002 - Paint/Refinish Techniques (5)**

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

**ACRP 2005 - Fundamentals of Refinishing I (5)**

Prerequisite: ACRP 2000.

**ACRP 2008 - Fundamentals of Refinishing II (3)**

Prerequisite: ACRP 2005.

**ACRP 2009 - Refinishing Internship (2)**

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional

technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

Prerequisite: ACRP 1000, ACRP 2001, ACRP 2002.

**ACRP 2010 - Major Collision Repair (5)**

Prerequisite: ACRP 1000 . Corequisite: ACRP 1005.

**ACRP 2015 - Major Collision Replacement (5)****ACRP 2019 - Major Collision Repair Intern (2)**

## AIRC - Air Conditioning Technology

**AIRC 1005 - Refrigeration Fundamentals (4)**

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

**AIRC 1010 - Refrigeration Prin/Practices (4)**

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

Prerequisite: AIRC 1005.

**AIRC 1020 - Refrigeration Sys Components (4)**

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

Corequisite: AIRC 1010.

**AIRC 1030 - HVACR Electrical Fundamentals (4)**

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

**AIRC 1040 - HVACR Electrical Motors (4)**

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

**AIRC 1050 - HVACR Electrical Comp/Controls (4)**

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

**AIRC 1060 - AC System Applic/Installation (4)**

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

Prerequisite: AIRC 1005.

**AIRC 1070 - Gas Heat (4)**

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

Corequisite: AIRC 1030.

**AIRC 1080 - Heat Pumps/Related Systems (4)**

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

Corequisite: AIRC 1010, AIRC 1030.

**AIRC 1090 - Troubleshooting AC Systems (4)**

This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

Corequisite: AIRC 1010, AIRC 1030.

**AIRC 2500 - HVACR Internship-Practicum (4)**

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.

**ALHS - Allied Health Science****ALHS 1010 - Intro to Anatomy/Physiology (4)**

Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

Prerequisite: Program Admission.

**ALHS 1011 - Structure/Function- Human Body (5)**

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: Program Admission.

**ALHS 1015 - Basic Inorganic Chemistry (2)****ALHS 1040 - Introduction to Healthcare (3)**

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

**ALHS 1054 - Spanish Allied Health Workers (3)**

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 - Diet & Nutrition for ALHS (2)**

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Program Admission.

### **ALHS 1090 - Medical Terminology for ALHS (2)**

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

### **ALHS 1113 - Intro to Health Professions (2)**

This course introduces students to the roles of various members of the health care system, education requirements and issues affecting the delivery of care.

### **ALHS 1180 - Cultural Diversity & Health (3)**

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.

Prerequisite: Program Admission.

## **AMCA - Advanced Machine Tool**

### **AMCA 2010 - Advanced Milling I (4)**

Prerequisite: MCHT 1120, MCHT 1220, .

### **AMCA 2030 - Advanced Milling II (4)**

Prerequisite: AMCA 2010.

### **AMCA 2050 - Advanced Lathe Operations I (4)**

Prerequisite: MCHT 1119, MCHT 1219, .

### **AMCA 2070 - Advanced Lathe Operations II (4)**

Prerequisite: AMCA 2050.

### **AMCA 2080 - Advanced Grinding I (2)**

Prerequisite: MCHT 1015.

### **AMCA 2090 - Adv Grinding Operations II (2)**

Prerequisite: AMCA 2080.

### **AMCA 2110 - CNC Fundamentals (4)**

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 - CNC Mill Manual Programming (5)**

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

Corequisite: AMCA 2110.

### **AMCA 2150 - CNC Lathe Manual Programming (5)**

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

Corequisite: AMCA 2110.

### **AMCA 2170 - CNC Practical Applications (4)**

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

Prerequisite: AMCA 2110, AMCA 2130, AMCA 2150.

### **AMCA 2190 - CAD/CAM Programming (4)**

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

Prerequisite: AMCA 2110. Corequisite: AMCA 2110.

## ARTS - ART

### **ARTS 1101 - Art Appreciation (3)**

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

Prerequisite: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.

## AUMF - Automated Manufacturing Techno

### **AUMF 1020 - Manufacturing Process & Production (3)**

### **AUMF 1110 - Flexible Manufacturing Syst I (5)**

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 - Introduction to Robotics (3)**

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 - Flexible Manufacturing Sys II (5)**

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 1560 - Manufacturing Production Requirements (1)**

### **AUMF 1580 - Automated Manufacturing Skills (3)**

### **AUMF 2060 - Work Cell Design Laboratory (2)**

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 - Automotive Technology

### **AUTT 1010 - Auto Technology Introduction (2)**

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

### **AUTT 1020 - Auto Electrical Systems (7)**

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

Corequisite: AUTT 1010.

### **AUTT 1021 - Automotive Electrical Sys I (4)**

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

Prerequisite: AUTT 1010. Corequisite: AUTT 1010.

### **AUTT 1022 - Automotive Electrical Sys II (3)**

Emphasizes the basic principles, diagnosis, and service/repair of alternators and regulators, advanced lighting systems, gauges, horn, wiper/washer, and accessories.

Prerequisite: AUTT 1021. Corequisite: AUTT 1021.

### **AUTT 1030 - Automotive Brake Systems (4)**

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to

include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

Corequisite: AUTT 1010.

#### **AUTT 1040 - Auto Engine Performance (7)**

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

Prerequisite: AUTT 1020, AUTT 1021, AUTT 1022.

#### **AUTT 1041 - Automotive Engine Perf I (3)**

This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

Prerequisite: AUTT 1020, AUTT 1021, AUTT 1022.

#### **AUTT 1042 - Automotive Engine Perf II (4)**

This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

Prerequisite: AUTT 1020, AUTT 1022.

#### **AUTT 1050 - Auto Suspension Steering Sys (4)**

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

Prerequisite: AUTT 1010. Corequisite: AUTT 1010.

#### **AUTT 1060 - Auto Climate Control Systems (5)**

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

Corequisite: AUTT 1020.

#### **AUTT 1070 - Auto Technology Internship (4)**

Prerequisite: AUTT 1010, AUTT 1020, AUTT 1030.

#### **AUTT 2010 - Automotive Engine Repair (6)**

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

Corequisite: AUTT 1010.

#### **AUTT 2011 - Auto Engine Repair I (3)**

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

Corequisite: AUTT 1010.

#### **AUTT 2012 - Auto Engine Repair II (3)**

This course continues automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

Corequisite: AUTT 2011.

#### **AUTT 2020 - Auto Manual Drive Train/Axle (4)**

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.

Corequisite: AUTT 1010.

#### **AUTT 2030 - Auto Transmission Transaxle (5)**

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

Prerequisite: AUTT 1020.

#### **AUTT 2100 - Auto Alternative Fuel Vehicles (4)**

This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles.

Prerequisite: AUTT 1020.

#### **AUTT 2110 - Auto. Light Duty Diesel Engine (6)**

This course allows students in the auto service tech programs to learn about the basic systems and service procedures on modern light duty diesel vehicles. Topics covered include diesel engine operating principles and diagnostics; diesel fuel induction systems; diesel air induction systems; diesel exhaust and emissions systems; and basic preventive maintenance procedures followed for these types of vehicles in most service shops.

Prerequisite: AUTT 2010.

## **BIOL - Biology**

### **BIOL 1111 - Biology I (3)**

Provides an introduction to basic biological concepts with

a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

Prerequisite: Regular Admission. Corequisite: BIOL 1111L.

#### **BIOL 1111L - Biology Lab I (1)**

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, biotechnology, and evolution.

Corequisite: BIOL 1111.

#### **BIOL 1112 - Biology II (3)**

Prerequisite: BIOL 1111, BIOL 1111L. Corequisite: BIOL 1112L.

#### **BIOL 1112L - Biology II Lab (1)**

Prerequisite: BIOL 1111, BIOL 1111L. Corequisite: BIOL 1112.

#### **BIOL 2113 - Anatomy & Physiology I (3)**

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Prerequisite: Regular Admission. Corequisite: BIOL 2113L, ENGL 1101.

#### **BIOL 2113L - Anatomy & Physiology I Lab (1)**

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

Prerequisite: Regular Admission. Corequisite: BIOL 2113, ENGL 1101.

#### **BIOL 2114 - Anatomy & Physiology II (3)**

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system,

urinary system, and reproductive system.

Prerequisite: BIOL 2113, BIOL 2113L. Corequisite: BIOL 2114L.

#### **BIOL 2114L - Anatomy & Physiology II Lab (1)**

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: BIOL 2113, BIOL 2113L. Corequisite: BIOL 2114.

#### **BIOL 2117 - Introductory Microbiology (3)**

Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

Prerequisite: BIOL 1111 & BIOL 1111L OR BIOL 2113 & BIOL 2113L. Corequisite: BIOL 2117L.

#### **BIOL 2117L - Introductory Microbiology Lab (1)**

Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

Prerequisite: BIOL 2113 & BIOL 2113L, OR BIOL 1111 & BIOL 2111L. Corequisite: BIOL 2117.

## **BMET - Biomedical Engineering Tech**

#### **BMET 1231 - Med Equip Function/Oper I (4)**

This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

Prerequisite: ALHS 1010, ALHS 1011, BIOL 2113, BIOL 2114, ELCR 1020.

#### **BMET 2242 - Med Equip Function/Oper II (4)**

Continues the study of electromechanical systems

currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

Prerequisite: BMET 1231.

#### **BMET 2343 - Internship Med Systems (3)**

Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

Prerequisite: BMET 1231.

## **BUAS - Building Automation Systems**

#### **BUAS 1010 - BAS Fundamentals (2)**

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 - BAS Electrical Concepts (3)**

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 - BAS Electrical Concepts II (3)**

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.

Prerequisite: BUAS 1020.

**BUAS 1040 - BAS Devices (3)**

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.

Prerequisite: BUAS 1020. Corequisite: BUAS 1030.

**BUAS 1050 - BAS Network Architecture (3)**

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.

Prerequisite: BUAS 1020.

**BUAS 1060 - BAS Advanced Elec. Concept (3)**

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.

Prerequisite: BUAS 1030.

**BUAS 2010 - BAS Comm HVAC/R & Controls (3)**

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.

Prerequisite: BUAS 1030.

**BUAS 2020 - BAS Logic/Programming (4)**

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.

Prerequisite: BUAS 1030. Corequisite: BUAS 2010.

**BUAS 2030 - BAS Design/Installation (4)**

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.

Prerequisite: BUAS 1030. Corequisite: BUAS 2010.

**BUAS 2040 - BAS Integration (5)**

This course investigates several BAS integration platforms present in the industry. Topics TCP/IP fundamentals, Modbus, Lonworks, BACnet, and Niagara AX.

Prerequisite: BUAS 1050, BUAS 1060, BUAS 2020.

**BUAS 2050 - BAS Internship (3)**

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.

Prerequisite: BUAS 1060, BUAS 2020.

**BUSN - Business Administrative Techno****BUSN 1100 - Introduction to Keyboarding (3)****BUSN 1180 - Computer Graphics & Design (3)**

Prerequisite: COMP 1000.

**BUSN 1190 - Digital Technologies (2)**

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Prerequisite: COMP 1000.

**BUSN 1200 - Machine Transcription (2)**

Prerequisite: BUSN 1440, COMP 1000, ENGL 1010.

**BUSN 1210 - Electronic Calculators (2)**

Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system



techniques, and arithmetic applications.

**BUSN 1220 - Telephone Training (2)**

**BUSN 1230 - Legal Terminology (3)**

This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include: word origins, word building, abbreviations and symbols, correct spelling, pronunciation, and meanings of terminology related to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and other areas of the law.

**BUSN 1240 - Office Procedures (3)**

Emphasizes essential skills required for the business office.

Prerequisite: COMP 1000.

**BUSN 1300 - Introduction to Business (3)**

Prerequisite: Program Admission.

**BUSN 1310 - Intro to Business Culture (3)**

Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

Prerequisite: Program Admission.

**BUSN 1400 - Word Processing (4)**

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

Prerequisite: COMP 1000.

**BUSN 1410 - Spreadsheet Concepts & Apps (4)**

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and,

collaborating and securing data.

Prerequisite: COMP 1000.

**BUSN 1420 - Database Applications (4)**

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.

Prerequisite: COMP 1000.

**BUSN 1430 - Desktop Pub/Presentation Apps (4)**

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

Prerequisite: COMP 1000.

**BUSN 1440 - Document Production (4)**

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.

Prerequisite: COMP 1000.

**BUSN 2160 - Electronic Mail Applications (2)**

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

Prerequisite: Program Admission, COMP 1000.

**BUSN 2180 - Speed & Accuracy Keying (1)**

Prerequisite: BUSN 1100.

**BUSN 2190 - Bus Doc Proofreading/Editing (3)**

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

Prerequisite: BUSN 1440 and one of the following: ENGL 1010 or ENGL 1101.

**BUSN 2200 - Office Accounting (4)**

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

Prerequisite: BUSN 1230. Corequisite: BUSN 1440.

**BUSN 2210 - Applied Office Procedures (3)**

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

Prerequisite: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440. Corequisite: BUSN 2190 and one of the following: ACCT 1100 or BUSN 2200.

**BUSN 2230 - Office Management (3)**

Prerequisite: BUSN 1240.

**BUSN 2320 - Med Doc Precess/Transcription (4)**

Prerequisite: BUSN 2300 and ALHS 1090 or ALHS 1011 or BUSN 2310; BUSN 1440: ENGL 1010 or ENGL 1101.

**BUSN 2330 - Adv. Med Doc Proc/Transcript (4)**

Prerequisite: BUSN 2320.

**BUSN 2340 - Healthcare Admin Procedures (4)**

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of

medicine, and the medical administrative assistant\*s role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

Prerequisite: COMP 1000 and BUSN 1440 and [(ALHS 1090 and BUSN 2310) or (ALHS 1010 or ALHS 1011)].

**BUSN 2370 - Med Office Billing/Coding/Ins (3)**

Prerequisite: ALHS 1090 and one of the following: ALHS 1100 or ALHS 1011.

**CARP - Carpentry**

**CARP 1000 - Fundamental Carpentry Skills (3)**

Fundamental Carpentry Skills provides the basic carpentry instruction all other carpentry skills build upon. Topics include orientation to the trade, materials and fasteners, hand and power tools, drawings and specifications, building layout, and building foundations.

**CARP 1015 - Structural Framing I (3)**

Structural Framing describes the layout and construction procedures for floor, wall, and stair systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, components, and system materials. It also covers how to estimate the amount of materials needed for an assembly and on some common alternative framing systems.

**CARP 1020 - Structural Framing II (3)**

Structural Framing II completes the "rough-in" phase of building a structure. This course includes ceiling and roof framing as well as building envelope systems.

Prerequisite: CARP 1000, COFC 1080.

**CARP 1025 - Intermediate Carpentry Techniq (5)**

Intermediate Carpentry Techniques completes the "rough-in" phase of building a structure. This course includes building envelope systems, stair framing, roof coverings, thermal and moisture protection, exterior finishes, and reading commercial drawings.

Prerequisite: CARP 1000, COFC 1080.

**CARP 1035 - Advanced Carpentry I (5)**

Advanced Carpentry I continues the progression of carpentry skills to include specialty skills including drywall installation and finishing, suspended ceilings, door and drawer hardware, interior finish trim procedures, and cabinet installation.

Prerequisite: CARP 1000, COFC 1080.

**CARP 1055 - Advanced Carpentry II (4)**

Advanced Carpentry II contains the culmination of skills needed to be a journeyman carpenter. Topics in this course include advanced roof and wall systems, advanced stair systems, and crew leader skills.

Prerequisite: CARP 1000, COFC 1080.

**CARP 1056 - Advanced Commercial Carpentry (4)**

Advanced Commercial Carpentry contains the culmination of skills needed to be a journeyman commercial carpenter. Topics in this course include rigging equipment and practices, advanced roof systems, introduction to welding, commercial finish work, and crew leader skills.

Prerequisite: CARP 1000, COFC 1080.

**CCMN - Commercial Construction Management****CCMN 1030 - Construction Graphics (3)**

This course provides the skills to read and interpret commercial construction graphical documents. Topics include: dimensioning practices, layout, abbreviations, symbol usage, line types, computer aided design, and principles of drawing.

**CCMN 1050 - Commercial Building Code (2)**

This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types, fire resistance, means of egress, structural loading, and construction materials.

**CCMN 1060 - Construction Estimating I (4)**

This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

**CCMN 2010 - Construction Law (3)**

This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

**CCMN 2020 - Construction Scheduling (4)**

This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, timescaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.

**CCMN 2040 - Construction Project Mgmt (4)**

This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.

**CHEM - Chemistry****CHEM 1151 - Survey of Inorganic Chemistry (3)**

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.

Corequisite: CHEM 1151L, MATH 1101 or MATH 1103 or MATH 1111 or MATH 1113 or MATH 1131.

**CHEM 1151L - Survey of Inorganic Chem Lab (1)**

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.

Corequisite: CHEM 1151, MATH 1101 or MATH 1103 or MATH 1111 or MATH 1113 or MATH 1131.

**CHEM 1152 - Survey Organic & Biochemistry (3)**

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.

Prerequisite: CHEM 1151, CHEM 1151L. Corequisite: CHEM 1152L.

### **CHEM 1152L - Survey Org Chem/Biochem Lab (1)**

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.

Prerequisite: CHEM 1151, CHEM 1151L. Corequisite: CHEM 1152.

### **CHEM 1211 - Chemistry I (3)**

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111 or MATH 1113 or MATH 1131. Corequisite: CHEM 1211L.

### **CHEM 1211L - Chemistry Lab I (1)**

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111 or MATH 1113 or MATH 1131. Corequisite: CHEM 1211.

### **CHEM 1212 - Chemistry II (3)**

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Prerequisite: CHEM 1211, CHEM 1211L. Corequisite: CHEM 1212L.

### **CHEM 1212L - Chemistry Lab II (1)**

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Prerequisite: CHEM 1211, CHEM 1211L. Corequisite: CHEM 1212.

## **CIST - Computer Information Systems**

### **CIST 1001 - Computer Concepts (4)**

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

### **CIST 1102 - Keyboarding (2)**

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 - Hardware Install/Maintenance (4)**

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

Prerequisite: Program Admission.

**CIST 1130 - Operating Systems Concepts (3)**

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

**CIST 1220 - Structured Query Language (4)**

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Data retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

**CIST 1305 - Program Design & Development (3)**

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

**CIST 1401 - Comp Networking Fundamentals (4)**

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

Prerequisite: Program Admission.

**CIST 1510 - Web Development I (3)**

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World

Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

**CIST 1520 - Scripting Technologies (3)**

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.

Prerequisite: CIST 1510.

**CIST 1530 - Web Graphics I (3)**

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

Prerequisite: Program Admission.

**CIST 1540 - Web Animation I (3)**

In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

Prerequisite: Program Admission.

**CIST 1601 - Info Security Fundamentals (3)**

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

**CIST 1602 - Security Policies & Procedures (3)**

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

**CIST 2114 - Fundamentals of Wireless LANs (4)**

This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a, 802.11b, 802.11g, and 802.11n technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, WPA, WPA2; and Vendor interoperability strategies.

Prerequisite: CIST 1401, CIST 2451.

**CIST 2120 - Using Application Software (4)**

Prerequisite: COMP 1000.

**CIST 2127 - Computer Word Processing (3)****CIST 2128 - Comp. Spreadsheet Techniques (3)****CIST 2129 - Comp Database Techniques (4)**

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

**CIST 2222 - Admin Microsoft SQL Server (4)**

Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

Prerequisite: CIST 1210 or CIST 1220 and CIST 2414.

**CIST 2311 - Visual Basic I (4)**

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using 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.

Prerequisite: CIST 1305.

**CIST 2312 - Visual Basic II (4)**

Visual Basic II teaches client-server systems, n-tier

development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

Prerequisite: CIST 1305 + CIST 2311.

**CIST 2313 - Visual Basic III (4)**

Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features: This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics. Visual Basic are explored.

Prerequisite: CIST 2311 + CIST 2312.

**CIST 2341 - C# Programming I (4)**

This course is designed to teach the basic concepts and methods of object-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

Prerequisite: CIST 1305.

**CIST 2342 - C# Programming II (4)**

This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax as well as basic object oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational databases. Advanced features of C# windows programming are explored.

Prerequisite: CIST 2341.

### **CIST 2343 - C# Programming III (4)**

This course is an advanced course in C#.NET programming. It is assumed that the student is fairly familiar with the C#.NET programming language. The goal of this course is to help students understand how to use C# to build industry level dynamic Web-based applications. The course covers in detail how to use C# to develop an Enterprise level Web Application. The students will learn how to use HTML to build the Client-Side, and how to use C# for the Server side processing of data and talking to databases.

Prerequisite: CIST 2342.

### **CIST 2351 - PHP Programming I (4)**

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

Prerequisite: CIST 1305, CIST 1510.

### **CIST 2352 - PHP Programming II (4)**

Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

Prerequisite: CIST 2351.

### **CIST 2361 - C++ Programming I (4)**

Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

Prerequisite: CIST 1305.

### **CIST 2362 - C++ Programming II (4)**

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

Prerequisite: CIST 2361.

### **CIST 2371 - Java Programming (4)**

This course is designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

Prerequisite: CIST 1305.

### **CIST 2372 - Java Programming II (4)**

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

Prerequisite: CIST 2371.

### **CIST 2373 - Java Programming III (4)**

This course is a course in building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

Prerequisite: CIST 2372.

### **CIST 2381 - Mobile Application Development (4)**

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

Prerequisite: CIST 1305.

#### **CIST 2383 - User Experience (4)**

This course introduces students to Human-Computer Interaction (HCI) concepts and best-practices used in mobile application development with purpose of improving user experiences. In this course students will utilize User Experience Design (UXD) for developing mobile applications in any mobile application platform. The UXD concepts explored in this course will include visual design, information architecture, interaction design, and usability.

Prerequisite: CIST 2382 or CIST 2385 or CIST 2386 or CIST 2388.

#### **CIST 2385 - Android Mobile Programming (4)**

This course provides the opportunity to develop a working knowledge of Android programming. This includes creating, editing, executing, and debugging Android applications. Students learn how to develop applications with GUIs (Graphical User Interfaces), and gain knowledge of Google and Android services, graphics, persistence storage, and intermediate to advanced Java features.

Prerequisite: CIST 2371 and CIST 2381.

#### **CIST 2386 - iOS Mobile Programming (4)**

This course provides an opportunity to develop a working knowledge of iOS programming that includes creating, editing, executing, and debugging iOS applications. Students learn how to develop iOS mobile applications using Swift and/or Objective-C, UIKit, AV Foundation, Core Graphics, Core Data, and GameKit.

Prerequisite: CIST 2361 and CIST 2381.

#### **CIST 2388 - Cross-Platform Mobile Programming (4)**

This course provides an opportunity to develop a working knowledge of cross-platform mobile programming that includes creating, editing, executing, and debugging cross-platform mobile applications. Students learn how to use web-based technologies and toolkits to develop cross-platform web applications and native applications.

Prerequisite: CIST 1510, CIST 1520 and CIST 2381.

#### **CIST 2411 - Microsoft Client (4)**

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Prerequisite: Program Admission.

#### **CIST 2412 - Microsoft Server Installation and Maintenance (4)**

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

Prerequisite: Program Admission.

#### **CIST 2413 - Microsoft Server Networking (4)**

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

Prerequisite: Program Admission.

#### **CIST 2414 - MS Server Administrator (4)**

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

Prerequisite: Program Admission.

#### **CIST 2431 - UNIX/LINUX Introduction (4)**

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

Prerequisite: Program Admission.

#### **CIST 2432 - UNIX/LINUX Server (4)**

This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap



space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

Prerequisite: Program Admission.

#### **CIST 2433 - UNIX/LINUX Advanced Server (4)**

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

Prerequisite: CIST 2432.

#### **CIST 2434 - UNIX/LINUX Scripting (4)**

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

Prerequisite: CIST 2431.

#### **CIST 2441 - Network Home/Sm Business (4)**

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

Prerequisite: Program Admission.

#### **CIST 2442 - Working Sm/Med Bus or ISP (4)**

Prerequisite: CIST 2441.

#### **CIST 2443 - CISCO Routing & Switching (4)**

Prerequisite: CIST 2441.

#### **CIST 2444 - CISCO Design/Support Networks (4)**

Prerequisite: CIST 2442, CIST 2443.

#### **CIST 2451 - Introduction to Networks-CISCO (4)**

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics of communication, converged networks, OSI and TCP/IP network models, Application layer protocols, services, and applications, Transport layer protocols and services, Network layer addressing and routing concepts, IPv4 and IPv6, calculating IPv4 subnets, Data Link layer and the encapsulation process, Physical layer components and data encoding, Ethernet and network protocol analysis, network cabling, and basic network configuration.

Prerequisite: Program Admission.

#### **CIST 2452 - Cisco Switching, Routing & Wireless Essentials (4)**

The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

Corequisite: CIST 2451.

#### **CIST 2453 - Enterprise Networking, Security, and Automation (4)**

The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

Prerequisite: CIST 2452.

#### **CIST 2454 - Cisco Connecting Networks (4)**

Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP

addressing services, and network troubleshooting.

Prerequisite: CIST 2453.

#### **CIST 2471 - Implementing IP Routing (4)**

Teaches students how to implement, monitor, and maintain routing services in an enterprise network. The course covers how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4/IPv6 environments. The course includes configuration of secure routing solutions. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

#### **CIST 2472 - Implementing IP Switching (4)**

Teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. The course covers how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

#### **CIST 2473 - Maintaining/Troubleshooting IP Net (4)**

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 2480 - AWS Cloud Foundations (4)**

AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

#### **CIST 2481 - AWS Cloud Architecting (4)**

AWS Academy Cloud Architecting covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the

AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Throughout the course, students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach.

#### **CIST 2482 - AWS Cloud Developing (4)**

AWS Cloud Developing is designed to help students gain technical expertise in development using cloud technologies and prepare them to take the AWS Certified Developer Associate level AWS Certification exam

#### **CIST 2510 - Web Technologies (3)**

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

Prerequisite: Program Admission.

#### **CIST 2531 - Web Graphics II (3)**

Students will further explore how to use an industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

Prerequisite: Program Admission.

#### **CIST 2541 - Web Animation II (3)**

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

Prerequisite: CIST 1540.

#### **CIST 2550 - Web Development II (3)**

Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity

(ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

Prerequisite: CIST 1220, CIST 1510, CIST 1520.

#### **CIST 2560 - Web Application Programming (4)**

CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

Prerequisite: CIST 1305.

#### **CIST 2561 - Implementing IP Routing (4)**

Prerequisite: CIST 2560.

#### **CIST 2570 - Open Source Web App Prog I (4)**

CIST 2570 explores open source W3C programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Java, Perl, PHP, Python, or other open source web programming languages.

Prerequisite: CIST 1305.

#### **CIST 2580 - Interactive/Social Apps Integ. (4)**

This course explores social and interactive web application technology and its effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

Prerequisite: CIST 1305.

#### **CIST 2601 - Implementing Op System Security (4)**

This course will provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with

experience of establishing operating systems security for the network environment.

Prerequisite: CIST 1601 and (CIST 1401 or CIST 2451 or CIST 2441).

#### **CIST 2602 - Network Security (4)**

This course provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

Prerequisite: CIST 1601 and (CIST 1401 or CIST 2451 or CIST 2441).

#### **CIST 2611 - Network Defense (4)**

Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

#### **CIST 2612 - Computer Forensics (4)**

This course examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

#### **CIST 2613 - Ethical Hacking and Penetration Testing (4)**

This course teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

Prerequisite: CIST 1601.

#### **CIST 2710 - 2D Computer Animation (3)**

This course covers the fundamental ideas and principles of 2-dimensional form and animation. Emphasis on basic design concepts, pictorial composition, color theory, vocabulary, media and processes that allow for the creation of 2D animations that are specifically Web ready. Topics

covered include (but are not limited to) principles and techniques of motion graphics, graphic files types, frame-by-frame animation, tweened animation and if the software used permits, combining a scripting language with animation.

#### **CIST 2730 - Intro to 3D Animation (4)**

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 - 3D Graphics for Gaming I (4)**

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 2742 - Beginning Python Programming (4)**

Provides a study of the Python programming language to solve applications. Topics include: basic coding rules, input/output operations, arithmetic operations, debugging techniques, lists and arrays, sorting, editing input, basic search techniques, game simulations, game design and object-oriented programming (OOP).

#### **CIST 2801 - Interactive Video Prod I (4)**

#### **CIST 2802 - Interactive Video Prod II (4)**

#### **CIST 2803 - Interactive Video Prod III (4)**

#### **CIST 2921 - IT Analysis & Design (4)**

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting database.

Prerequisite: CIS 105, CIST 1305.

#### **CIST 2950 - Web Systems Projects (3)**

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 - CIST Internship I (3)**

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or

innovative learning arrangements. To attain additional internship credit hours, the student can take CIST2992 (4 credit hours) and/or CIST2993 (5 credit hours).

## **CLBT - Clinical Laboratory Technology**

#### **CLBT 1010 - Intro Clinical Lab Technology (2)**

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.

Prerequisite: Program Admission.

#### **CLBT 1030 - Urinalysis/Body Fluids (2)**

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include: fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

Prerequisite: BIOL 2113, BIOL 2113L, CLBT 1010 .

Corequisite: BIOL 2113, BIOL 2113L, CLBT 1010 .

#### **CLBT 1040 - Hematology/Coagulation (5)**

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.

Prerequisite: BIOL 2113, BIOL 2113L, CLBT 1010.

Corequisite: BIOL 2113, BIOL 2113L, CLBT 1010.

#### **CLBT 1050 - Serology/Immunology (3)**

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.

Prerequisite: CLBT 1010. Corequisite: CLBT 1010.

#### **CLBT 1060 - Immunohematology (4)**

Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical applications, immunology, donor unit collection, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

Prerequisite: CLBT 1050.

#### **CLBT 1070 - Clinical Chemistry (4)**

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.

Prerequisite: BIOL 2114, BIOL 2114L, CHEM 1151, CHEM 1151L, CHEM 1212, CHEM 1212L, CLBT 1010.  
Corequisite: BIOL 2114, BIOL 2114L, CHEM 1151, CHEM 1151L, CHEM 1212, CHEM 1212L, CLBT 1010.

#### **CLBT 1080 - Microbiology (5)**

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

Prerequisite: CLBT 1010.

#### **CLBT 2090 - Phleb/Urinaly/Serology Practic (3)**

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.

Prerequisite: CLBT 1010, CLBT 1030, CLBT 1050.

#### **CLBT 2100 - Clinical Immunohematology Prac (4)**

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.

Prerequisite: CLBT 1060.

#### **CLBT 2110 - Clin Hema/Coagulation Practic (4)**

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.

Prerequisite: CLBT 1040.

#### **CLBT 2120 - Clinical Microbio Practicum (4)**

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.

Prerequisite: CLBT 1080.

#### **CLBT 2130 - Clinical Chemistry Practicum (4)**

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.

Prerequisite: CLBT 1070.

#### **CLBT 2180 - CLT Certification Review I (1)**

Prerequisite: CLBT 1030, CLBT 1040, CLBT 1050.

#### **CLBT 2190 - CLT Certification Review II (1)**

Prerequisite: CLBT 1060, CLBT 1070, CLBT 1080.

#### **CLBT 2200 - CLT Certification Review (2)**

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of: professional ethics, regulatory agencies, safety, and fundamental techniques; phlebotomy and specimen collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

Prerequisite: CLBT 1030, CLBT 1040, CLBT 1050, CLBT 1060, CLBT 1070, CLBT 1080.

### **CMTT - Construction Management**

#### **CMTT 2010 - Residential Estimating Review (3)**

#### **CMTT 2020 - Construction Drafting I (3)**

Prerequisite: COMP 1000.

#### **CMTT 2050 - Residential Code Review (3)**

Prerequisite: CMTT 2010.

#### **CMTT 2130 - Comp Construction Scheduling (3)**

Prerequisite: COMP 1000.

#### **CMTT 2170 - Construction Contracting (3)**

Prerequisite: CMTT 2130.

### **COFC - Construction Fundamental Core**

#### **COFC 1080 - Construction Trades Core (4)**

This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

### **COMM - Communications**

#### **COMM 1100 - Human Communication (3)**

Introduction to the fundamental components of the human communication process. The course provides a basic history of the communication discipline from ancient rhetorical roots through modern social sciences. The course emphasizes selected methods and practices in dyadic, small group, and oral presentational settings. Course content also covers communication models, as well as a survey of a variety of human communication modes and methods, including verbal, nonverbal, small group, interpersonal, mass, organizational, public, and intercultural communication.

Prerequisite: Program Ready.

#### **COMM 1109 - Human Communication (3)**

Prerequisite: Program Ready.

### **COMP - Introduction to Computer Literacy**

#### **COMP 1000 - Intro to Computer Literacy (3)**

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing

applications, spreadsheet applications, database applications, and presentation applications.

## COSM - Cosmetology

### **COSM 1000 - Intro to Cosmetology Theory (4)**

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

Prerequisite: Program Admission.

### **COSM 1010 - Chemical Texture Services (3)**

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

Corequisite: COSM 1000.

### **COSM 1020 - Hair Care & Treatment (3)**

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

Corequisite: COSM 1000.

### **COSM 1030 - Haircutting (3)**

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

Corequisite: COSM 1000.

### **COSM 1040 - Styling (3)**

Introduces the fundamental theory and skills required to

create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

Corequisite: COSM 1000.

### **COSM 1050 - Hair Color (3)**

Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

Corequisite: COSM 1000.

### **COSM 1060 - Fundamentals of Skin Care (3)**

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

Corequisite: COSM 1000.

### **COSM 1070 - Nail Care & Adv. Techniques (3)**

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Corequisite: COSM 1000.

### **COSM 1080 - Physical Hair Svcs Practicum (3)**

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the

required hours for licensure. Topics include: 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.

Corequisite: COSM 1000, COSM 1020, COSM 1030, COSM 1040.

### **COSM 1090 - Hair Services Practicum I (3)**

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, 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.

Corequisite: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050.

### **COSM 1100 - Hair Services Practicum II (3)**

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; 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.

Corequisite: COSM 1090.

### **COSM 1110 - Hair Services Practicum III (3)**

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and 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.

Corequisite: COSM 1100, COSM 1115.

### **COSM 1115 - Hair Services Practicum IV (2)**

N/A

Corequisite: COSM 1110.

### **COSM 1120 - Salon Management (3)**

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

Corequisite: COSM 1000, ESTH 1050.

### **COSM 1125 - Skin & Nail Care Practicum (2)**

N/A

Corequisite: COSM 1060, COSM 1070.

## **CRJU - Criminal Justice**

### **CRJU 1010 - Intro to Criminal Justice (3)**

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

### **CRJU 1021 - Private Security (3)**

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

### **CRJU 1030 - Corrections (3)**

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and



evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

### **CRJU 1040 - Principles of Law Enforcement (3)**

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

### **CRJU 1043 - Probation and Parole (3)**

### **CRJU 1050 - Police Patrol Operations (3)**

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

### **CRJU 1052 - Criminal Justice Admin (3)**

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

### **CRJU 1054 - Police Officer Survival (3)**

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

### **CRJU 1056 - Police Traffic Cont/Investig (3)**

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

### **CRJU 1062 - Methods/Criminal Investigation (3)**

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the

investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

### **CRJU 1063 - Crime Scene Processing (3)**

### **CRJU 1065 - Community-Oriented Policing (3)**

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

### **CRJU 1068 - Criminal Law/Criminal Justice (3)**

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

### **CRJU 1072 - Intro to Forensic Science (3)**

### **CRJU 1074 - Applications/Intro Forensics (3)**

This course complements CRJU 1072: Introduction to Forensics, focusing particularly on the practical application of forensic science in law enforcement including the following: crime scene investigation; interview and interrogation techniques; as well as case preparation and courtroom testimony.

### **CRJU 1075 - Report Writing (3)**

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses,

property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

### **CRJU 1400 - Ethics/Cultural Criminal Justi (3)**

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

### **CRJU 2020 - Constitutional Law for CRJU (3)**

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

Prerequisite: CRJU 1010.

### **CRJU 2050 - Intro to Criminal Procedures (3)**

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

### **CRJU 2060 - Criminology (3)**

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

Prerequisite: CRJU 1040, .

### **CRJU 2070 - Juvenile Justice (3)**

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

### **CRJU 2090 - Criminal Justice Practicum (3)**

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

Prerequisite: CRJU 1010, CRJU 1030, CRJU 1040, CRJU 2020, CRJU 2050, CRJU 2070.

### **CRJU 2100 - Criminal Justice Externship (3)**

### **CRJU 2110 - Homeland Security (3)**

### **CRJU 2201 - Criminal Courts (3)**

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

## **CSSP - Central Sterile Supply Process**

### **CSSP 1010 - CNTRL STERILE SUP PROCESS TECH (5)**

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

Prerequisite: Program Admission.

### **CSSP 1020 - CNTRL STERILE SUP PROC PRAC I (6)**

This course complements CSSP 1010 Central Sterile

Supply Processing Technican, and together with CSSP 1022 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

Prerequisite: Program Admission.

### **CSSP 1022 - CNTRL STERILE SUP PROC PRAC II (5)**

This course complements CSSP 1010 Central Sterile Supply Processing Technican, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

Prerequisite: Program Admission.

## **CUUL - Culinary Arts**

### **CUUL 1000 - Fundamentals of Culinary Arts (4)**

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit de corps. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

### **CUUL 1110 - Culinary Safety & Sanitation (2)**

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

### **CUUL 1120 - Principles of Cooking (6)**

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute

apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Prerequisite: CUUL 1110.

### **CUUL 1122 - Foundations of Cooking Princip (3)**

This Course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, introduction to basic production mise en place, classical knife cuts, basic stock preparation methods, mother sauce techniques and preparations, small sauces and derivatives from mother sauce, basic thickening agents, classical soup preparation methods, introduction methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

Prerequisite: CUUL 1000, CUUL 1110.

### **CUUL 1124 - Foundations of Cooking Techniq (3)**

This Course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, methods of food preparations, classical knife cuts, kitchen aromatics, regional cuisine history, and introduction to safe food preparations, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work. Course Capstone is based on The American Culinary Federations Certification: Certified Culinarian written and practical exams.

Prerequisite: CUUL 1000, CUUL 1110, CUUL 1122.

### **CUUL 1129 - Fund. of Restaurant Operations (4)**

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

Prerequisite: CUUL 1120, CUUL 1122, CUUL 1124.

### **CUUL 1170 - Intro. to Culinary Nutrition (3)**

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

### **CUUL 1220 - Baking Principles (5)**

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

Prerequisite: CUUL 1120, CUUL 1122, CUUL 1124.

### **CUUL 1320 - Garde Manger (4)**

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chateaufroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

Prerequisite: CUUL 1120, CUUL 1122, CUUL 1124.

### **CUUL 1370 - Culinary Nutrition/Menu Devt (3)**

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.

Prerequisite: CUUL 1120, CUUL 1122, CUUL 1124.

### **CUUL 1420 - Marketing & Customer Service (3)**

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

### **CUUL 2130 - Culinary Practicum (6)**

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.

Prerequisite: CUUL 1220, CUUL 1320.

### **CUUL 2140 - Adv. Baking/Intl. Cuisine (6)**

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery, and nutrition. Laboratory practice parallels class work.

\*Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

Prerequisite: CUUL 1220, CUUL 1320.

### **CUUL 2160 - Contemporary Cuisine (4)**

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a

commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

Prerequisite: CUUL 1220, CUUL 1320.

### **CUUL 2170 - American Regional Cuisine (3)**

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

Prerequisite: CUUL 1110, CUUL 1120, CUUL 1122, CUUL 1124, .

### **CUUL 2190 - Prin. of Culinary Leadership (3)**

Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. Emphasis will be placed on real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

### **CUUL 2250 - Adv. Baking Principles (6)**

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.

Prerequisite: CUUL 1220.

## **DENA - Dental Assisting**

### **DENA 1010 - Basic Human Biology (1)**

Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

Prerequisite: Program Admission.

### **DENA 1030 - Preventive Dentistry (2)**

Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

Prerequisite: DENA 1080, DENA 1340. Corequisite: DENA 1080, DENA 1340.

### **DENA 1050 - Microbiology Infection Control (3)**

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

Prerequisite: Program Admission.

### **DENA 1070 - Oral Pathology/Therapeutics (2)**

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

Prerequisite: ALHS 1011, DENA 1010, DENA 1080.

### **DENA 1080 - Dental Anatomy (5)**

Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic

nerve supply of the head; and salivary glands and related structures.

Prerequisite: Program Admission.

#### **DENA 1090 - Dental Assisting NBE Prep (1)**

Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and test taking skills.

Prerequisite: DENA 1340.

#### **DENA 1340 - D A I - General Chairside (6)**

Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

Prerequisite: DENA 1050, DENA 1080.

#### **DENA 1350 - D A II-Dental Spec/EFDA Skills (7)**

Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; 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.

Prerequisite: DENA 1340.

#### **DENA 1390 - Dental Radiology (4)**

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

Prerequisite: DENA 1080.

#### **DENA 1400 - Dental Practice Mgmt (2)**

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.

Prerequisite: COMP 1000,, DENA 1340.

#### **DENA 1460 - Dental Practicum I (1)**

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

Prerequisite: DENA 1050, DENA 1340, DENA 1350, DENA 1390.

#### **DENA 1470 - Dental Practicum II (1)**

Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

Prerequisite: DENA 1460.

#### **DENA 1480 - Dental Practicum III (5)**

Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.

Prerequisite: DENA 1460, DENA 1470.

## **DFTG - Drafting**

#### **DFTG 1015 - Practical Math/Drafting Tech (3)**

This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

Prerequisite: MATH 1012 or MATH 1013 or MATH 1111.

#### **DFTG 1101 - CAD Fundamentals (4)**

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while

presenting essential principles and practices for line relationships, scale, and geometric construction.

#### **DFTG 1103 - Multiview/Basic Dimensioning (4)**

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.

Prerequisite: DFTG 1101.

#### **DFTG 1105 - 3D Mechanical Drawing (4)**

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

#### **DFTG 1107 - Adv. Dimensioning/Sect. Views (4)**

Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Prerequisite: DFTG 1103, DFTG 1105.

#### **DFTG 1109 - Auxiliary Views/Surface Dev. (4)**

Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

Prerequisite: DFTG 1105.

#### **DFTG 1111 - Fasteners (4)**

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.

Prerequisite: DFTG 1103, DFTG 1105.

#### **DFTG 1113 - Assembly Drawings (4)**

Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

Prerequisite: DFTG 1105, DFTG 1111.

#### **DFTG 1125 - Architectural Fundamentals (4)**

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

#### **DFTG 1127 - Architectural 3D Modeling (4)**

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.

Prerequisite: DFTG 1125.

#### **DFTG 1129 - Residential Drawing I (4)**

Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduced to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

Prerequisite: DFTG 1125.

#### **DFTG 1131 - Residential Drawing II (4)**

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

Prerequisite: DFTG 1125, DFTG 1129.

#### **DFTG 1133 - Commercial Drawing I (4)**

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

Prerequisite: DFTG 1125.

#### **DFTG 2010 - Engineering Graphics (4)**

Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of

geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

### **DFTG 2020 - Visualization & Graphics (3)**

This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

### **DFTG 2030 - Adv 3D Modeling Architectural (4)**

In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

Prerequisite: DFTG 1127.

### **DFTG 2040 - Adv. 3D Modeling Mechanical (4)**

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.

Prerequisite: DFTG 1105.

### **DFTG 2110 - Print Reading I (2)**

Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

### **DFTG 2120 - Print Rdg/Architechture (3)**

This course emphasizes skills in reading, producing and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

### **DFTG 2130 - Manual Drafting Fundamentals (2)**

This course emphasizes the essential techniques of basic manual drafting. It introduces drafting tools and equipment, scale and measurement, line relationships and lettering, and geometric construction concepts.

### **DFTG 2210 - Print Reading II (2)**

This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

Prerequisite: DFTG 2110.

### **DFTG 2300 - Drafting Pract/Internship III (3)**

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

### **DFTG 2400 - Drafting Pract/Internship IV (4)**

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

### **DFTG 2500 - Drafting Exit Review (3)**

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)**

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

## **DHYG - Dental Hygiene**

### **DHYG 1000 - Tooth Anatomy/Root Morphology (2)**

Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include: oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

### **DHYG 1010 - Oral Embryology/Histology (1)**

Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include: cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth



supporting structures.

### **DHYG 1020 - Head & Neck Anatomy (2)**

Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include: terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

Prerequisite: DHYG 1010.

### **DHYG 1030 - Dental Materials (2)**

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

Prerequisite: DHYG 1000.

### **DHYG 1040 - Preclinical Dental Hygiene (2)**

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

Prerequisite: DHYG 1050.

### **DHYG 1050 - Preclinical Dental Hygiene Lab (2)**

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include: asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

Prerequisite: DHYG 1040.

### **DHYG 1070 - Radiology Lecture (2)**

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

Prerequisite: DHYG 1020.

### **DHYG 1090 - Radiology Lab (1)**

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

Prerequisite: DHYG 1020.

### **DHYG 1110 - Clinical Dental Hygiene I (2)**

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and treatment planning.

Prerequisite: DHYG 1040, DHYG 1111.

### **DHYG 1111 - Clinical Dental Hygiene I Lab (3)**

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

Prerequisite: DHYG 1050, DHYG 1110.

### **DHYG 1130 - Microbio Infection Control (3)**

Provides students with a foundation in basic microbiology, with emphasis on microbial form and function. Topics include: introduction to microorganisms; microbial physiology, metabolism and genetics; control of microorganisms; infection and host response; and microbial, viral, and parasitic diseases of human organ systems.

### **DHYG 1206 - Pharmacology & Pain Control (3)**

Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include: pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and

pain control.

### **DHYG 2010 - Clinical Dental Hygiene II (2)**

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants, scaling, debridement and root planing; ultrasonics and air polishing and dietary analysis.

Prerequisite: DHYG 1070, DHYG 1110, DHYG 2020, .

### **DHYG 2011 - Dental Hygienist Clinical Lecture II (1)**

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants, scaling, debridement and root planing; ultrasonics and air polishing and dietary analysis.

Prerequisite: DYHG 1070, DHYG 1110. Corequisite: DHYG 2020.

### **DHYG 2020 - Clinical Dental Hygiene II Lab (2)**

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planing; ultrasonics and air polishing; dietary analysis, and applied techniques.

Prerequisite: DHYG 1070, DHYG 1090, DHYG 1111, DHYG 2010.

### **DHYG 2050 - Oral Pathology (3)**

Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include: terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and

autoimmune diseases; and genetic diseases and syndromes of the head and neck.

Prerequisite: DHYG 1010, DHYG 1020, .

### **DHYG 2051 - Oral Pathology & General Pathology/Pathophysiology (2)**

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

Prerequisite: DHYG 1010, DHYG 1020.

### **DHYG 2070 - Community Dental Health (3)**

Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community, by meeting specific dental health needs of community groups. Topics include: epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

Prerequisite: DHYG 1110.

### **DHYG 2080 - Clinical Dental Hygiene III (2)**

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include: treatment of patients with special needs.

Prerequisite: DHYG 2010, DHYG 2090.

### **DHYG 2090 - Clinical Dental Hyg III Lab (4)**

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: special needs patients and applied techniques.

Prerequisite: DHYG 2020, DHYG 2080.

**DHYG 2105 - Nutrition (1)**

Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

Prerequisite: CHEM 1152, CHEM 1152L.

**DHYG 2110 - Biochemistry Nutrition (3)**

Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include: molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

**DHYG 2130 - Clinical Hygiene IV Lecture (2)**

Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

Prerequisite: DHYG 2080, DHYG 2140.

**DHYG 2131 - Dental Hygiene Clinic Lecture IV (1)**

Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

Prerequisite: DHYG 2080. Corequisite: DDHYG 2140.

**DHYG 2140 - Clinical Dental Hygiene IV Lab (4)**

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: applied techniques and time management.

Prerequisite: DHYG 2090, DHYG 2130.

**DHYG 2200 - Periodontology (3)**

Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy,

including preventive, non-surgical, and surgical methods. Topics include: tissues of the periodontium; periodontal pathology; periodontal diseases; assessment and treatment planning; periodontal disease therapy; and periodontal emergencies.

Prerequisite: DHYG 1010.

**DIET - Diesel Technology****DIET 1000 - Intro-Diesel Tech Tools Safety (3)**

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

**DIET 1010 - Diesel Electrical & Elec Syst (7)**

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

Prerequisite: DIET 1000.

**DIET 1011 - Diesel Electrical, Elec Syst I (4)**

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis; battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

Prerequisite: DIET 1000.

**DIET 1012 - Diesel Electrical, Elec Syst II (3)**

This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

Prerequisite: DIET 1011.

**DIET 1020 - Preventive Maintenance (5)**

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

Prerequisite: DIET 1010.

**DIET 1030 - Diesel Engines (6)**

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

Prerequisite: DIET 1010.

**DIET 1031 - Diesel Engine Repair (3)**

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis; cylinder head and valve trains; engine block; engine lubrication systems; basic fuel system diagnosis; and engine brakes. Using and interpreting measuring equipment is highly emphasized.

Prerequisite: DIET 1010.

**DIET 1032 - Diesel Engine Support Systems (3)**

This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

Prerequisite: DIET 1031.

**DIET 1040 - Diesel Truck, Heavy Equip HVAC (3)**

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

Prerequisite: DIET 1010.

**DIET 2000 - Truck Steering Suspension Syst (4)**

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

Prerequisite: DIET 1000.

**DIET 2001 - Heavy Equipment Hydraulics (6)**

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic pumps; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

Prerequisite: DIET 1000.

**DIET 2002 - Diesel Power Gen-Basic Fund (6)**

This course introduces AC voltage concepts, AC synchronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

Prerequisite: DIET 1000, DIET 1010.

**DIET 2003 - Marine Auxiliary Systems (6)**

This course introduces mechanical and electrical systems on diesel powered pleasure and commercial vessels. The course will also cover marine engine installation, fuel and water systems, and other specialized marine systems installation and design.

Prerequisite: DIET 1000, DIET 1010, DIET 1020.

**DIET 2010 - Truck Brake Systems (4)**

This course introduces air and hydraulic brake systems

used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

Prerequisite: DIET 1000, DIET 1010.

#### **DIET 2011 - Off Road Drivelines (6)**

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

Prerequisite: DIET 1000, DIET 1010.

#### **DIET 2012 - Diesel Power Gen Ctrls, Switch (6)**

This course introduces control systems and protection devices utilized for electrical power generators. Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventilation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

Prerequisite: DIET 1010, DIET 2002.

#### **DIET 2013 - Marine Drive Systems (6)**

This course will cover the operation, maintenance and repair of marine transmissions, electric drives, thruster systems, and other shipboard gearing units such as winches and stern drives.

Prerequisite: DIET 1000, DIET 1010, DIET 1020.

#### **DIET 2020 - Truck Drive Trains (4)**

This course introduces power train systems used on

medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

Prerequisite: DIET 1000, DIET 1010.

#### **DIET 2140 - Intro to Mobile Temp Ctrl (3)**

This course introduces the basic fundamentals of mobile refrigeration, installation procedures, and service and repair of mobile temperature control units.

#### **DIET 2141 - Transport Temp Ctrl Cert (3)**

Introduces the service technician certification process and the features and benefits of certification.

#### **DIET 2145 - Refrig Transport Unit & Compon (4)**

This course introduces advanced installation, service, and repair procedures of transportation refrigeration systems.

Prerequisite: DIET 2140.

#### **DIET 2146 - Refrig Unit Drive & Ctrls (4)**

This course introduces advanced installation, service, and repair procedures, for refrigeration unit drives and controls.

Prerequisite: DIET 2140.

## **DMPT - Design and Media Production**

#### **DMPT 1000 - Introduction to Design (4)**

Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography

#### **DMPT 1005 - Vector Graphics (4)**

This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

#### **DMPT 1010 - Raster Imaging (4)**

In the Raster Imaging course, the student becomes

acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

#### **DMPT 1015 - Drawing (4)**

Introduces beginning student to basic drawing techniques. Student will complete drawings using various techniques and media.

#### **DMPT 1020 - Intro to Photography (4)**

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 - Production Photography (4)**

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 - Intro to Media Production (4)**

Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software.

#### **DMPT 1600 - Intro to Video Production (4)**

This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.

#### **DMPT 2100 - Identity Design (4)**

This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.

Prerequisite: DMPT 1005, DMPT 1010.

#### **DMPT 2105 - Page Layout (4)**

This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in

the graphic design process.

#### **DMPT 2110 - Publication Design (4)**

Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

#### **DMPT 2115 - Adv Promotional Design (4)**

Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

#### **DMPT 2120 - Prepress and Output (4)**

This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.

#### **DMPT 2125 - Advanced Raster Imaging (4)**

The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.

#### **DMPT 2130 - Advanced Vector Graphics (4)**

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 - Intro to Printing Industry (4)**

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 - Basic Printing Operations (4)**

Introduces student to basics of printing operations including safety, image carriers, materials and supplies. Student will begin to use press, bindery and finishing equipment.

Prerequisite: DMPT 2200.

#### **DMPT 2210 - Int. Printing/Finishing Oper. (4)**

Emphasizes the intermediate printing and finishing operations including safety, printing operations, troubleshooting and quality control, along with inspection and maintenance procedures.

Prerequisite: DMPT 2200, DMPT 2205.

**DMPT 2215 - Adv. Printing/Post Production (4)**

Emphasizes advanced printing and post-production operations including safety, multi-pass production, production workflow and post-production.

**DMPT 2300 - Foundations of Interface Desig (4)**

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 - Basic Video Editing (4)**

An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.

**DMPT 2900 - Practicum/Internship I (3)**

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

**DMPT 2905 - Practicum/Internship II (4)**

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

**DMPT 2910 - Practicum/Internship III (5)****DMPT 2920 - Practicum/Internship IV (6)****DMPT 2930 - Exit Review (4)**

Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

## ECCE - Early Childhood Care and Educa

**ECCE 1101 - Intro to Early Childhood Care (3)**

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives;

professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

**ECCE 1103 - Child Growth & Development (3)**

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

**ECCE 1105 - Health Safety & Nutrition (3)**

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

**ECCE 1112 - Curriculum & Assessment (3)**

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

Prerequisite: ECCE 1103.

**ECCE 1113 - Creative Activities Children (3)**

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative

expression in play and creative drama; and art and music appreciation.

### **ECCE 1121 - Early ECCE Practicum (3)**

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Prerequisite: ECCE 1105.

### **ECCE 1125 - Prof. CDA Certification Prep (2)**

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 - Language & Literacy (3)**

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

Prerequisite: ECCE 1103.

### **ECCE 2116 - Math & Science (3)**

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

Prerequisite: ECCE 1103.

### **ECCE 2201 - Exceptionalities (3)**

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

Prerequisite: ECCE 1103.

### **ECCE 2202 - Social Issues/Family Involve (3)**

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

### **ECCE 2203 - Guidance/Classroom Mgmt (3)**

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

Prerequisite: ECCE 1103.

### **ECCE 2240 - ECCE Internship (12)**

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to



support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

Prerequisite: ECCE 1101, ECCE 1103, ECCE 1105.

### **ECCE 2245 - ECCE Internship I (6)**

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101, ECCE 1103, ECCE 1105.

### **ECCE 2246 - ECCE Internship II (6)**

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101, ECCE 1103, ECCE 1105.

### **ECCE 2310 - Parapro Methods/Materials (3)**

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

Prerequisite: ECCE 1103.

### **ECCE 2312 - Parapro Role & Practice (3)**

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

Prerequisite: ECCE 1103.

### **ECCE 2320 - Prog Admin/Facility Mgmt (3)**

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

### **ECCE 2322 - Personnel Management (3)**

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

### **ECCE 2330 - Infant/Toddler Development (3)**

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

### **ECCE 2332 - Infant/Toddler Group Care (3)**

Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development,

promote cultural sensitivity and encourage positive parent caregiver relations.

## ECET-Electrical-Comp-Engineer-Tec

### ECET 1101 - Circuit Analysis I (4)

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.

Prerequisite: ENGT 1000.

### ECET 1102 - Circuit Analysis I (3)

Corequisite: ECET 1102L, ENGT 1000, MATH 1111 or MATH 1113.

### ECET 1102L - Circuit Analysis I Lab (1)

Corequisite: ECET 1102.

### ECET 1110 - Digital Systems I (4)

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

Prerequisite: ENGT 1000.

### ECET 2101 - Circuit Analysis II (4)

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

Prerequisite: ECET 1101, MATH 1111.

### ECET 2110 - Digital Systems II (4)

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the

microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

### ECET 2120 - Electronic Circuits I (4)

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.

Prerequisite: ECET 1101.

## ECON - Economics

### ECON 1101 - Principles of Economics (3)

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

Prerequisite: Appropriate Placement Test Scores.

### ECON 2105 - Macroeconomics (3)

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

Prerequisite: Appropriate Placement Test Scores.

### ECON 2106 - Microeconomics (3)

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice,

behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

Prerequisite: Appropriate Placement Test Scores.

## ELCR - Electronics Technology

### ELCR 1003 - Intro Elect/Electronic Theory (3)

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 - Soldering Technology (1)

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

### ELCR 1010 - Direct Current Circuits (6)

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.

Prerequisite: MATH 1013, MATH 1111, .

### ELCR 1020 - Alternating Current Circuits (7)

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

Prerequisite: ELCR 1010.

### ELCR 1030 - Solid State Devices (5)

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics

and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

### ELCR 1040 - Digital/Microprocessor Fund (5)

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

Prerequisite: ELCR 1020, ELCR 1030.

### ELCR 1060 - Linear Integrated Circuits (3)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

Prerequisite: ELCR 1030.

### ELCR 1240 - Industrial Electronics Survey (3)

### ELCR 1280 - Intro to Embedded Systems (3)

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 - Mobile Audio/Video System (3)

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 - Process Control (3)

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control

techniques, sensors and signal conditioning, and ISA and other relevant standards.

Prerequisite: ELCR 1030.

### **ELCR 2120 - Motor Controls (3)**

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

Prerequisite: ELCR 1030.

### **ELCR 2130 - Programmable Controllers (3)**

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

Prerequisite: ELCR 1030.

### **ELCR 2140 - Mechanical Devices (2)**

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

### **ELCR 2150 - Fluid Power (2)**

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

Prerequisite: Program Admission.

### **ELCR 2160 - Adv Microprocessors/Robotics (3)**

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

Prerequisite: ELCR 2130, ELCR 2140.

### **ELCR 2170 - Computer Hardware (5)**

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing

microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

Prerequisite: Program Admission.

### **ELCR 2180 - Operating Systems Technology (4)**

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.

Prerequisite: ELCR 2170.

### **ELCR 2190 - Networking I (3)**

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

Prerequisite: Program Admission.

### **ELCR 2210 - Advanced Circuit Analysis (5)**

Prerequisite: ELCR 1040.

### **ELCR 2220 - Adv Modulation Techniques (3)**

Prerequisite: ELCR 2210.

### **ELCR 2230 - Antenna & Transmission Lines (3)**

### **ELCR 2240 - Microwave Communications&Radar (3)**

Prerequisite: ELCR 2230.

### **ELCR 2250 - Optical Comm Techniques (3)**

Prerequisite: ELCR 2240.

### **ELCR 2290 - Security Systems (3)**

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 2590 - Fiber Optic Systems (3)**

Prerequisite: ELCR 1040.

**ELCR 2600 - Telecommunication/Data Cabling (3)**

Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

**ELCR 2620 - Telc/Instal Prog&Data Trans (4)**

This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

Prerequisite: ELCR 2600.

**ELCR 2650 - Home Automation Systems (5)**

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 - Security System Install/Test (4)**

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 - Access Control/CCTV Install (2)**

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 - Prep Low Volt Licensure (3)**

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 - HTI+ Cert. Preparation (3)**

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.

Prerequisite: ELCR 2650.

**ELCR 2800 - Elec Capstone Project (1)****ELCR 2860 - Comp TIA A+ Certification (4)**

Prerequisite: ELCR 2170, ELCR 2180.

**ELTR - Electrical Technology****ELTR 1010 - Direct Current Fundamentals (3)**

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**ELTR 1020 - Alternating Current Fundamenta (3)**

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Prerequisite: IDFC 1011.

**ELTR 1060 - Elect Prints Schematics Sys (2)**

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 - Commercial Wiring I (5)**

This course introduces commercial wiring practices and procedures. Topics include industrial safety procedures,

the National Electrical Code, and commercial load calculations.

### **ELTR 1090 - Commercial Wiring II (3)**

This course is a continuation of the study in commercial wiring practices and procedures. Topics include transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

Prerequisite: ELTR 1080.

### **ELTR 1110 - Electric Motors (4)**

Prerequisite: ELTR 1120, ELTR 1180.

### **ELTR 1120 - Variable Speed/Low Volt Contr. (2)**

Prerequisite: ELTR 1110, ELTR 1180.

### **ELTR 1180 - Electrical Controls (4)**

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

### **ELTR 1205 - Residential Wiring I (3)**

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

### **ELTR 1210 - Residential Wiring II (3)**

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.

Prerequisite: ELTR 1205.

### **ELTR 1220 - Industrial PLCs (4)**

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

Prerequisite: ELTR 1180.

### **ELTR 1250 - Diagnostic Troubleshooting (2)**

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

### **ELTR 1260 - Transformers (3)**

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.

Prerequisite: ELTR 1080, ELTR 1090.

### **ELTR 1270 - NEC Industrial Applications (4)**

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.

Prerequisite: ELTR 1080.

### **ELTR 1500 - El Sys Tech Intern/Practicum (3)**

This course is designed to give students the opportunity to engage in a lab project or an off-site internship for the purpose of refining the skills necessary for gainful employment. The student is expected to have completed all program requirements to this point, and to be able to demonstrate efficiency in all skills mastered.

### **ELTR 1510 - Electrical Worker (3)**

Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is

placed on the proper use of electrical tools and equipment and maintenance of these 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 switches.

### **ELTR 1520 - Grounding & Bonding (2)**

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

### **ELTR 1525 - Photovoltaic Systems (5)**

This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

Prerequisite: ELTR 1210.

### **ELTR 1530 - Conduit Sizing (2)**

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

Prerequisite: Program Admission.

### **ELTR 1540 - Wire Pulling & Codes (3)**

The purpose of this course is for instruction in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

## **ELUT - Electrical Utility Technology**

### **ELUT 1101 - Intro Electrical Utility Ind (3)**

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 - Fund. Power Alt Current (5)**

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.

Prerequisite: ELTR 1020, IDFC 1011, IDFC 1012, IDSY 1101, IDSY 1105, MATH 1013 or MATH 1111 or MATH 1113.

### **ELUT 1103 - Network Communications (4)**

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 - Electrical Substations (5)**

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.

Prerequisite: ELUT 1102.

### **ELUT 1105 - Intro Distrib. Engineering (5)**

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.

Prerequisite: ELUT 1102.

### **ELUT 1106 - Introduction to Metering (3)**

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.

Prerequisite: ELUT 1102.

### **ELUT 1107 - Power Plants (5)**

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.

Prerequisite: ELUT 1102.

### **ELUT 1211 - Electrical Line Worker (16)**

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.

Prerequisite: ELUT 1101, IDFC 1011, IDFC 1012.

### **ELUT 1212 - Adv. Metering Technology (4)**

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.

Prerequisite: ELUT 1103, ELUT 1106.

### **ELUT 1213 - SCADA/Digital (3)**

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.

Prerequisite: CIST 1401, ELUT 1103, ELUT 1104.

### **ELUT 1214 - Electrical Transmission (2)**

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.

Prerequisite: ELUT 1104, ELUT 1105.

### **ELUT 1215 - Hydraulics (3)**

Prerequisite: MATH 1111.

### **ELUT 1216 - Pneumatics (2)**

Prerequisite: MATH 1111.

### **ELUT 1230 - Protection Principles (4)**

This course provides the student with the knowledge and skills to understand and analyze protection principles of the utility infrastructure. Upon completion, the student will understand the importance of protection schemes, how they will affect the flow of electricity, and the process of maintaining the network when equipment it is energized as well as deenergized.

Prerequisite: ELUT 1102.

### **ELUT 1270 - Electric Utility Internship (9)**

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.

Prerequisite: CIST 1401, ELUT 1101, ELUT 1103, ELUT 1104, ELUT 1105, ELUT 1106, ELUT 1107.

## **EMPL - Job Acquisition Skills**

### **EMPL 1000 - Interpers Relations/Prof Dev (2)**

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

## **EMSP - Paramedic Technology**

### **EMSP 1110 - Intro EMT Profession (3)**

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the



fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

Prerequisite: Program Admission.

### **EMSP 1120 - EMT Assessment/Airway Mgmt (3)**

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

Prerequisite: Program Admission.

### **EMSP 1130 - Medical Emergencies/EMT (3)**

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

Prerequisite: Program Admission.

### **EMSP 1140 - Special Patient Populations (3)**

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

Prerequisite: Program Admission.

### **EMSP 1150 - Shock/Trauma for EMT (3)**

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; 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.

Prerequisite: Program Admission.

### **EMSP 1160 - Clinical/Practical Apps/EMT (1)**

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

Prerequisite: Program Admission.

### **EMSP 1510 - Advanced Concepts/AEMT (3)**

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

Prerequisite: Program Admission.

### **EMSP 1520 - Advanced Patient Care/AEMT (3)**

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured

patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

Prerequisite: Program Admission.

### **EMSP 1530 - Clinical Applications/AEMT (1)**

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

Prerequisite: Program Admission.

### **EMSP 1540 - Clinical/Practical Apps/AEMT (3)**

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

Prerequisite: Program Admission.

### **EMSP 2110 - Foundations of Paramedicine (3)**

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

Prerequisite: Program Admission.

### **EMSP 2120 - Apps of Pathophysiology (3)**

This course expands the concepts of pathophysiology as it

correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

Prerequisite: Program Admission.

### **EMSP 2130 - Adv. Resuscitative Skills (3)**

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

Prerequisite: Program Admission.

### **EMSP 2140 - Adv Cardiovascular Concepts (4)**

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

Prerequisite: Program Admission.

### **EMSP 2310 - Therapeutic Mods/Cardio Care (3)**

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

Prerequisite: Program Admission.

### **EMSP 2320 - Therapeutic Mods/Med Care (5)**

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and

Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

Prerequisite: Program Admission.

#### **EMSP 2330 - Therapeutic Mods/Trauma (4)**

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; 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.

Prerequisite: Program Admission.

#### **EMSP 2340 - Therapeutic Mods/SPOPS (4)**

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

Prerequisite: Program Admission.

#### **EMSP 2510 - Clinical Apps/Paramedic I (2)**

This course provides the paramedic 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.

Prerequisite: Program Admission.

#### **EMSP 2520 - Clinical Apps/Paramedic II (2)**

This course provides the paramedic 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.

Prerequisite: Program Admission.

#### **EMSP 2530 - Clinical Apps/Paramedic III (2)**

This course provides the paramedic 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.

Prerequisite: Program Admission.

#### **EMSP 2540 - Clinical Apps/Paramedic IV (1)**

This course provides the paramedic 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 - Clinical Apps/Paramedic V (1)**

This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma

(SOEMST). Topics include: Clinicals.

### **EMSP 2560 - Clinical Apps/Paramedic VI (1)**

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.

Prerequisite: Program Admission.

### **EMSP 2570 - Clinical Apps/Paramedic VII (1)**

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.

Prerequisite: Program Admission.

### **EMSP 2710 - Field Internship/Paramedic (2)**

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

### **EMSP 2720 - Practical Apps Paramedic (3)**

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.

Prerequisite: Program Admission.

## **EMYT - Emergency Management**

### **EMYT 1124 - Principles of EMYT (3)**

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.

Prerequisite: Program Admission.

### **EMYT 1125 - Exercise Design & Evaluation (3)**

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.

Prerequisite: Program Admission.

### **EMYT 1126 - Hazardous Materials Awareness (3)**

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.

Prerequisite: Program Admission.

### **EMYT 1127 - Emergency Planning (3)**

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.

Prerequisite: Program Admission.

### **EMYT 1129 - Mass Fatalities Incident Resp (3)**

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.

Prerequisite: Program Admission.

### **EMYT 1130 - Infection Control (3)**

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.

Prerequisite: Program Admission.

### **EMYT 1137 - Facility Security (3)**

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.

Prerequisite: Program Admission.

### **EMYT 1138 - Effective Comm. for EMYT (3)**

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.

Prerequisite: Program Admission.

### **EMYT 2210 - Haz Mat Contingency Planning (3)**

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.

Prerequisite: Program Admission.

### **EMYT 2212 - Developing Comm. Resources (3)**

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.

Prerequisite: Program Admission.

### **EMYT 2214 - Mod Emer Resp Rad Trng (3)**

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.

Prerequisite: Program Admission.

### **EMYT 2222 - Emergency Management Practicum (3)**

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

## **ENGL - English**

### **ENGL 1010 - Fundamentals of English I (3)**

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

Prerequisite: Appropriate Placement Test Scores.

### **ENGL 1010A - Fundamentals of English I (3)**

Emphasizes the development and improvement of written

and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

Corequisite: ENGL 0910A.

### **ENGL 1012 - Fundamentals of English II (3)**

Prerequisite: ENGL 1010.

### **ENGL 1101 - Composition & Rhetoric (3)**

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience. NOTE: Students must qualify for ENGL 1101 with appropriate entrance test scores, or take Learning Support course(s.)

Prerequisite: Appropriate Placement Test Scores.

### **ENGL 1101B - Composition & Rhetoric (3)**

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience. NOTE: Students must qualify for ENGL 1101 with appropriate entrance test scores, or take Learning Support course(s.)

Corequisite: ENGL 0911B.

### **ENGL 1102 - Literature & Composition (3)**

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

Prerequisite: ENG 1101.

**ENGL 1105 - Workplace & Technical Comm. (3)**

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

Prerequisite: ENG 1101.

**ENGL 2110 - World Literature (3)**

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.

Prerequisite: ENG 1101.

**ENGL 2130 - American Literature (3)**

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

Prerequisite: ENG 1101.

**ENGL 0911B - Degree English & Reading LS (3)**

This course will serve as a co-requisite to ENGL 1101 for degree-seeking students with appropriate writing and reading admissions test scores. It is an activities based learning support course which is taught concurrently with English 1101. Remediation is customized to meet students' individual needs. Degree level writing competencies include paragraph writing and essay writing. Reading competencies include vocabulary, comprehension skills, critical reading skills, and content reading skills. All competencies are designed to prepare students to be successful in degree level English courses.

Corequisite: ENGL 1101B.

**ENGL 0910A - Diploma English & Reading LS (3)**

This course will serve as a co-requisite to ENGL 1010 for diploma-seeking students with appropriate writing and reading admissions test scores. It is an activities based learning support course which is taught concurrently with English 1010. Remediation is customized to meet students' individual needs. Diploma level competencies include grammar, punctuation, capitalization, and subject/verb

agreement. Reading competencies include vocabulary, comprehension skills, critical reading skills, and content reading skills. All competencies are designed to prepare students to be successful in diploma level English courses.

Corequisite: ENGL 1010A.

**ENGT - Engineering Technology****ENGT 1000 - Intro to Engineering Tech (3)**

Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity, use of digital multi-meter, building circuits, use of precision instruments, and team exercises

**ESTH - Esthetician****ESTH 1000 - Introduction to Esthetics (3)**

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.

Prerequisite: Program Admission.

**ESTH 1010 - A & P of the Skin (3)**

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.

Prerequisite: ESTH 1000.

**ESTH 1020 - Skin Care Procedures (4)**

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.

Prerequisite: ESTH 1010.

#### **ESTH 1030 - Elect/Facial Treatment/Machine (5)**

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.

Prerequisite: ESTH 1020.

#### **ESTH 1040 - Advanced Skin Care (3)**

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.

Prerequisite: ESTH 1030.

#### **ESTH 1050 - Color Theory & Makeup (4)**

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.

Prerequisite: ESTH 1020, ESTH 1030, ESTH 1040, .

#### **ESTH 1060 - Esthetics Practicum I (4)**

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.

Prerequisite: ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030, ESTH 1040, ESTH 1050.

#### **ESTH 1070 - Esthetics Practicum II (4)**

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.

Prerequisite: ESTH 1060.

## **FRSC - Fire Science**

#### **FRSC 1020 - Basic FF/EMS Fundamentals (3)**

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. State of Georgia - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Prerequisite: Program Admission.

#### **FRSC 1030 - Basic Firefighter-Module I (5)**

This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the firefighter candidate/recruit with basic knowledge and skills to



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

Prerequisite: Program Admission.

### **FRSC 1040 - Basic Firefighter-Module II (3)**

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes knots and how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program

the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1.Exterior Class A Fire 2.Interior Structure Attack Above Grade Level 3.Interior Structure Attack Below Grade Level 4.Vehicle Fire 5.Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1.State of Georgia certified firefighter This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

Prerequisite: Program Admission.

### **FRSC 1050 - Fire & Life Safety Educator I (3)**

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

### **FRSC 1060 - Fire Prev/Preparedness/Maint (3)**

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

firefighter certification status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

#### **FRSC 1070 - Intro to Technical Rescue (4)**

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

#### **FRSC 1080 - Fireground Operations (3)**

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

#### **FRSC 1100 - Intro to Fire Science (3)**

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career

opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

#### **FRSC 1110 - Fire Admin/Supervise/Ldrship (3)**

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

#### **FRSC 1115 - Fire Behavior & Combustion (3)**

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 - Firefighting Strategy/Tactics (3)**

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

**FRSC 1132 - Fire Service Instructor (4)**

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

**FRSC 1141 - Hazardous Materials Operator (4)**

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Hazardous Material Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: state certification NPQ FF I and NPQ Hazardous Materials Awareness Level

Prerequisite: Program Admission.

**FRSC 1151 - Fire Prevention/Inspection (4)**

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include:

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

**FRSC 1161 - Fire Serv Safety/Loss Control (3)**

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

**FRSC 2100 - Fire Admin Management (3)**

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be

taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why its done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

#### **FRSC 2110 - Fire Service Hydraulics (3)**

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

#### **FRSC 2120 - Fire Protection Systems (3)**

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

#### **FRSC 2130 - Fire Serv Bldg Construction (3)**

Presents building construction features from the perspective of the fire service with emphasis placed on the

use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

#### **FRSC 2141 - Incident Command (4)**

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

#### **FRSC 2170 - Fire/Arson Investigation (4)**

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Technquest 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 - Fire Officer-Administrator (3)**

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.

Prerequisite: Program Admission.

### **FRSC 2240 - Fire Officer-Executive (3)**

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.

Prerequisite: Program Admission.

## **HIMT - Health Information Technology**

### **HIMT 1100 - Intro to Health Info Tech (3)**

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

### **HIMT 1150 - Computer Apps in Healthcare (3)**

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 1151 - Computer Applications in Healthcare (4)**

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as

future directions of information technology in healthcare.

### **HIMT 1200 - Legal Aspects of Healthcare (3)**

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 - Health Recrd Content/Structure (2)**

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

### **HIMT 1350 - Pharmacotherapy (2)**

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

Prerequisite: ALHS 1090.

### **HIMT 1360 - Intro to Pathopharmacotherapy (3)**

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.

Prerequisite: ALHS 1090.

### **HIMT 1400 - Coding & Classification (4)**

This course provides the student an introduction to Medical Coding Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

Prerequisite: ALHS 1011, ALHS 1090, BIOL 2114, MAST 1120.

### **HIMT 1410 - Coding/Classification/ICD Adv (3)**

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.

Prerequisite: HIMT 1400.

### **HIMT 2150 - Healthcare Statistics (3)**

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.

Corequisite: HIMT 2200.

### **HIMT 2200 - Performance Improvement (3)**

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 - Healthcare Management (3)**

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

### **HIMT 2400 - Coding and Classification-CPT/HCPCS (3)**

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

Prerequisite: HIMT 1400.

### **HIMT 2410 - Revenue Cycle Management (3)**

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.

Prerequisite: HIMT 1400.

### **HIMT 2460 - Health Info Tech Practicum (3)**

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

Prerequisite: HIMT 1200, HIMT 1250, HIMT 2400.

### **HIMT 2500 - Certification Seminar (4)**

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

### **HIMT 2600 - Introduction to Data Management (5)**

Designed to provide students with an introduction to healthcare data analytics. The digital environment demands interpretation and evolving uses of an organizations data that impacts patient care, revenue cycle, performance improvement activities, and strategic decisions. This course will provide the foundation for data collection, storage, analysis, and reporting through the use of open source statistical software, R, data modeling and mining techniques. This course will afford an understanding of data analytics through applications of different data types, data collection and storage, and the transformation of data into meaningful data that facilitates quality patient care.

Prerequisite: HIMT 1151.

## **HIST - History**

### **HIST 1111 - World History I (3)**

Emphasizes the study of intellectual, cultural, scientific,

political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

Prerequisite: Appropriate Degree Level Placement Test Scores.

### **HIST 1112 - World History II (3)**

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

Prerequisite: Appropriate Degree Level Placement Test Scores.

### **HIST 2111 - U.S. History I (3)**

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

Prerequisite: Appropriate Degree Level Placement Test Scores.

### **HIST 2112 - U.S. History II (3)**

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

Prerequisite: Appropriate Degree Level Placement Test Scores.

## **HORT - Horticulture**

### **HORT 1000 - Horticulture Science (3)**

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

### **HORT 1010 - Woody Plant Identification I (3)**

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

### **HORT 1020 - Herbaceous Plant ID (3)**

Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

### **HORT 1030 - Greenhouse Management (4)**

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 - Landscape Installation (3)**

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

### **HORT 1041 - Landscape Construction (4)**

### **HORT 1050 - Nursery Production & Mgmt (4)**

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include:

industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

#### **HORT 1060 - Landscape Design (4)**

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 - Landscape Installation (4)**

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

#### **HORT 1080 - Pest Management (3)**

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

#### **HORT 1100 - Intro to Sustainable Agriculture (3)**

Introduces the fundamentals of small scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

#### **HORT 1110 - Small Scale Food Production (4)**

Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

#### **HORT 1120 - Landscape Management (4)**

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of

landscape equipment, and administrative functions for landscape managers.

#### **HORT 1140 - Horticulture Business Mgmt (3)**

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

#### **HORT 1150 - Horticulture Internship (3)**

Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision. NOTE: Instructor approval required before registering for course.

Prerequisite: Program Instructor Approval.

#### **HORT 1160 - Landscape Contracting (3)**

Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.

#### **HORT 1200 - Arboriculture Science (4)**

Introduces the fundamentals of tree management, establishment and assessment as a career field in the urban forestry environment. Topics include: tree structure and function, tree identification and selection, installation and establishment, tree management, trees and construction and tree worker safety.

#### **HORT 1250 - Plant Prod/Propagation (4)**

This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting, and



budding, tissue culture), and propagation facilities construction.

#### **HORT 1310 - Irrigation & Water Management (4)**

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

#### **HORT 1330 - Turfgrass Management (4)**

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds; and estimating costs on management practices

#### **HORT 1410 - Soils (3)**

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.

Prerequisite: Program Admission.

#### **HORT 1420 - Golf Course Design/Const/Insta (3)**

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 - Adv. Landscape Design (4)**

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 - Landscape Grading/Drainage (4)**

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

usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.

#### **HORT 1500 - Sm Gas Eng Repair/Maint (4)**

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

Prerequisite: Program Admission.

#### **HORT 1560 - Computer-Aided Ldsce Design (4)**

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 - Woody Plant Identification II (3)**

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 - Horticulture Spanish (3)**

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 - Large Equipment Operation (3)**

This course will allow students to gain significant experience in the safe operation of horticulture equipment. Students will gain experience in the operation of tractors and attachments, skid-steer equipment, trenchers, landscape maintenance equipment and any other equipment relevant to the landscape industry. The course will combine lectures, demonstrations and lab activities on equipment use, operation and safety in the field.

Prerequisite: Program Admission.

#### **HORT 1720 - Introductory Floral Design (4)**

#### **HORT 1730 - Advanced Floral Design (3)**

Advanced floral design theory; techniques and skills which

enhances students\* ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.

Prerequisite: HORT 1720.

### **HORT 1750 - Interiorscaping (4)**

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 - Urban Landscape Issues (3)**

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 2249 - Flower Shop Management (3)**

### **HORT 2500 - Speciality Landscape Const (4)**

This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.

## **HRTM - Hotel Restaurant Travel Management**

### **HRTM 1100 - Intro-Hotel/Restaurant/Tourism (3)**

Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

### **HRTM 1110 - Travel Industry/Geo-Americas (3)**

Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on

career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas, and travel regulations and documents needed to travel internationally.

### **HRTM 1115 - Travel Indus/Geo-International (3)**

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

### **HRTM 1120 - Tour & Cruise Management (3)**

Provides students with an orientation to the duties and responsibilities of the tour operator and an overview of the cruise industry. The course also gives students an opportunity to gain the technical knowledge and skills needed to utilize computerized reservation and information systems. Emphasis is placed on the operator's role in planning and conducting tours and cruises as well as accessing data bases and identifying options which satisfy customer's needs. Topics include: planning individual tours, planning group tours, transportation arrangements, accommodation options, entertainment options, foreign country tours, and manager's on-tour responsibilities the ship, living quarters, amenities, shipboard activities, and marketing, selling of cruises, agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems.

### **HRTM 1130 - Busn. Etiquette/Communication (3)**

This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

**HRTM 1140 - Hotel Operations Management (3)**

This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

**HRTM 1150 - Event Planning (3)**

This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

**HRTM 1160 - Food & Beverage Management (3)**

Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

**HRTM 1201 - Hospitality Marketing (3)**

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

**HRTM 1210 - Hospitality Law (3)**

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

**HRTM 1220 - Supervision/Leadership in HRTM (3)**

This courses focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

**HRTM 1230 - HRTM Internship (3)**

This course introduces students to the application and reinforcement of hotel/restaurant/tourism operational principles in an actual job placement or practicum experience. Students become acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/tourism management techniques, and professional development. The occupation-based instruction includes written individualized training plans and written performance evaluations.

Prerequisite: HRTM 1100.

**HSTC - Histology Technology****HSTC 1100 - Intro to Histotechnology (2)****HSTC 1110 - Histotechnology I (3)****HSTC 1110L - Histotechnology I Lab (1)****HSTC 1120 - Histotechnology II (3)****HSTC 1130 - Histotechnology III (1)****HSTC 1140 - Histotechnology IV (5)****HSTC 1150 - Histotechnology V (2)****HSTC 1160 - Histotechnology Practicum (4)****HUMN - Humanities****HUMN 1101 - Intro to Humanities (3)**

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

Prerequisite: ENG 1101.

## HVAC - Heating and Ventilation

### **HVAC 1010 - HVAC Apprentice I (4)**

Prerequisite: Appropriate Placement Test Scores, Program Instructor Approval.

### **HVAC 1020 - HVAC Apprenticeship II (4)**

Prerequisite: HVAC 1010.

### **HVAC 1030 - HVAC Apprenticeship III (4)**

Prerequisite: HVAC 1010, HVAC 1020.

### **HVAC 1040 - HVAC Apprenticeship IV (4)**

Prerequisite: HVAC 1030.

### **HVAC 1050 - HVAC Apprenticeship V (4)**

No Description

Prerequisite: HVAC 1040.

### **HVAC 1060 - HVAC Apprenticeship VI (4)**

Prerequisite: HVAC1050.

## IDFC - Industrial Fundamental Courses

### **IDFC 1000 - Principles of Electricity I (4)**

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

### **IDFC 1005 - Principles of Electricity II (5)**

### **IDFC 1007 - Industrial Safety Procedures (2)**

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

### **IDFC 1011 - Direct Current I (3)**

Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

### **IDFC 1012 - Alternating Current I (3)**

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

Prerequisite: IDFC 1011.

### **IDFC 1013 - Solid State Devices (3)**

Introduces the physical characteristics and applications of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

Prerequisite: ELTR 1010, ELTR 1020, IDFC 1011, IDFC 1012, IDSY 1101, IDSY 1105.

## IDSY - Industrial Systems Technology

### **IDSY 1005 - Intro to Mechatronics (4)**

This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

### **IDSY 1011 - Industrial Computer Apps (3)**

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.

Prerequisite: IDFC 1011.

### **IDSY 1020 - Print Rdg/Problem Solving (3)**

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.

Prerequisite: Program Admission.

**IDSY 1100 - Basic Circuit Analysis (5)**

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

Prerequisite: MATH 1012 or MATH 1013 or MATH 1111.

**IDSY 1101 - DC Circuit Analysis (3)**

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

**IDSY 1105 - AC Circuit Analysis (3)**

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

**IDSY 1110 - Industrial Motor Controls I (4)**

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, 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.

Prerequisite: IDSY 1101.

**IDSY 1120 - Basic Industrial PLCs (4)**

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

**IDSY 1130 - Industrial Wiring (4)**

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include:

grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

Prerequisite: IDSY 1101.

**IDSY 1150 - DC & AC Motors (3)**

Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

Prerequisite: IDFC 1011, IDFC 1012.

**IDSY 1160 - Mechanical Laws/Principles (4)**

Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

**IDSY 1161 - Fundamentals of Machine Tool & Mechanical Systems (4)**

Introduces the fundamental concepts necessary for safe operation of basic machine tools, print reading, and mechanical laws and principles. Topics include: safety, introduction to threads and fasteners, power tool operation, precision measurements, print reading and sketching, geometric dimensioning and tolerancing, mechanical laws and principles, material processing, and layout and assembly.

**IDSY 1170 - Industrial Mechanics (4)**

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

**IDSY 1180 - Magnetic Starters/Braking (3)**

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.

Prerequisite: IDSY 1150.

#### **IDSY 1190 - Fluid Power Systems (4)**

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

#### **IDSY 1195 - Pumps & Piping Systems (3)**

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

#### **IDSY 1210 - Industrial Motor Controls II (4)**

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

Prerequisite: IDSY 1110.

#### **IDSY 1220 - Intermediate Industrial PLCs (4)**

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

#### **IDSY 1230 - Industrial Instrumentation (4)**

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

#### **IDSY 1240 - Maintenance for Reliability (4)**

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts

relative to precision/predictive maintenance of industrial equipment.

#### **IDSY 1260 - Mach Tool/Industrial Repair (4)**

#### **IDSY 2500 - Ind. Environ/Internship/Practi (3)**

## **INDS - Interiors**

#### **INDS 1100 - Interior Design Fundamentals (4)**

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 - Tech Drawing/Interior Design (4)**

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 - Codes/Build Sys/Interiors (3)**

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 - Lighting Tech for Interiors (2)**

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.

Prerequisite: INDS 1115.

#### **INDS 1130 - Materials and Resources (4)**

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.

Prerequisite: Program Admission. Corequisite: INDS 1100.

**INDS 1135 - Textiles for Interiors (3)**

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.

Prerequisite: INDS 1100.

**INDS 1145 - CAD Fundamentals/Interiors (3)**

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.

Prerequisite: INDS 1115.

**INDS 1150 - Hist/Interiors/Architecture I (3)**

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 - Hist/Int/Architecture II (3)**

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)**

Emphasizes professional development through career resources and artistic exploration. Topics include: Informational Interviewing, networking, cultural development, and artistic exploration.

Prerequisite: Program Admission. Corequisite: INDS 1100.

**INDS 1165 - Interior Design Sales (3)**

Emphasizes skills necessary for successful communication in the field of sales in the interior design industry. Topics include communication methods, buying motives, product knowledge, prospecting and approach, product presentation, sale closing, account servicing and handling objections.

**INDS 1170 - Interior Internship (3)**

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.

Prerequisite: INDS 1100, INDS 1115, INDS 1130, INDS 1145, INDS 1150.

**INDS 2210 - Design Studio I (3)**

Introduces current generation technology for use in design presentations. Topics include: Technological communications used within the design profession.

Corequisite: INDS 1145, MATH 1012 or MATH 1100 or MATH 1101 or MATH 1103 or MATH 1111 or MATH 1131.

**INDS 2215 - Design Studio II (3)**

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.

Corequisite: INDS 1145, MATH 1012 or MATH 1100 or MATH 1101 or MATH 1103 or MATH 1111 or MATH 1131.

**INDS 2230 - Design Studio III (3)**

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.

Corequisite: INDS 1145, MATH 1012 or MATH 1100 or MATH 1101 or MATH 1103 or MATH 1111 or MATH 1131.

#### **INDS 2240 - BUSN Practices/Design Prof (4)**

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.

Prerequisite: INDS 1115, INDS 1120, INDS 1130.

### **LETA - Fundamentals of Spanish for Law Enforcement**

#### **LETA 2120 - Fund. Spanish for Law Enfc. (2)**

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.

### **LOGI - Logistics**

#### **LOGI 1000 - Business Logistics (3)**

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

#### **LOGI 1200 - Introduction to Transportation Management (3)**

Furnishes an overview of domestic transportation practices and history as well as providing a deeper understand of freight and conveyance systems at work in the US. Course emphasis will be placed on understanding historic freight models, the limitations and preferences of freight conveyance, a direct history of modern interstate (OTR) trucking operations, and business models for transportation services. Topics include: Historic Domestic Conveyance

Systems, Conveyance Models, History of Trucking, Transportation Business Models, and Transportation Service Models.

#### **LOGI 1210 - Third Party Logistics Management (3)**

Furnishes an overview of domestic transportation practices and history as well as providing a deeper understand of freight and conveyance systems at work in the US. Course emphasis will be placed on understanding historic freight models, the limitations and preferences of freight conveyance, a direct history of modern interstate (OTR) trucking operations, and business models for transportation services. Topics include: Historic Domestic Conveyance Systems, Conveyance Models, History of Trucking, Transportation Business Models, and Transportation Service Models.

#### **LOGI 1220 - Dispatch and Traffic Coordination for Trucking (3)**

Provides a detailed understand of effective dispatch and traffic protocols for the US and greater North American trucking industry. Course emphasis will be placed on key influences of equipment capacity and shipping demand, locating and furnishing the right connection between capacity and demand, ensuring success of shipments, maintaining visibility of shipments in transit, minimizing loss of commodity during transit, and providing accurate and legitimate service to the US trucking industry. Topics include: Locating Demand and Capacity, Qualifying Equipment to Meet Demand, Initiating the Right Dispatch, Maintaining Shipments In Progress, Strategies for End of Haul Service.

#### **LOGI 1230 - Logistics Law and Rulings (3)**

Provides a general knowledge of current legal rulings and precedence in the transportation environment, as well as, best practices for off-setting all types of claim liability. Course emphasis will be placed on the different types of claim incurred during transportation, the standing legal precedence in US law associated with shipping and transportation, and course of action against claims incurred during transportation. Topics include: Types of Freight Claims, Roles Associated with Transportation Claims, Current Transportation Law, Current Legal Precedence in Transportation, and Best Practices for Claim-handling.

#### **LOGI 1240 - TMS and LMS Operations (3)**

Provides a detailed understanding of TMS and LMS programs. Topics include: Order Entry, Planning Boards, Driver Management Functions, Dispatch Functions, Billing Functions, and Accounts Payable Functions.



## MAET - Marine Engine Technology

### MAET 1000 - Safety Marine Fund & Prec Meas (3)

Introduces basic concepts and practices necessary for safe and effective marine shop operation as well as the use of precision measuring instruments used to accurately check various engine, gearcase, and other components used in marine engines and accessories.

### MAET 1025 - Marine Engine Fund & Servicing (4)

Introduces basic concepts of 2-stroke and 4-stroke engine theory and service. Topics include: 2-stroke and 4-stroke engine fundamentals, cylinder head and valve train servicing, short block servicing, 2-stroke and 4-stroke engine diagnosis, and block repair methods.

Prerequisite: MAET 1000.

### MAET 1045 - Marine Engine Electrical Syst (4)

Introduces electrical and electromagnetic theory and their application to marine engine electrical and electronic systems. Basic principles, diagnosis, service and repair of marine batteries, starting systems, starting system components, alternators and regulators are also emphasized. Topics include: electromagnetic theory, electrical theory, electrical test equipment, Ohm's law, battery application and service, starting and charging systems, starting and charging system components, recoil starter servicing, and diagnostic procedures.

Prerequisite: MAET 1000.

### MAET 1070 - Marine Engine Ignition Systems (3)

Emphasizes the fundamental theory, diagnosis, repair and service of conventional, electronic and computer controlled marine ignition systems. Topics include: ignition system principles, ignition system components, diagnostic procedures, and performance analysis.

Prerequisite: MAET 1045.

### MAET 1085 - Marine Engine Fuel Systems (4)

Introduces fuel system theory, diagnosis, repair, and service for engines with carburetion systems or electronic fuel injection systems. Topics include: fuel types and additives, fuel system components, carburetor theory, oil injection systems, diagnostic and service procedures for carburetion systems, electronic fuel injection theory, electronic fuel injection components, direct fuel injection theory, and electronic fuel injection diagnostic and repair procedures.

Prerequisite: MAET 1000.

### MAET 1100 - Marine Engine Cooling Systems (2)

Emphasizes the basic principles, diagnosis, service and repair of marine cooling systems. Topics include: cooling system fundamentals, cooling system components, and diagnostics and servicing.

Prerequisite: MAET 1000.

### MAET 1125 - Marine Drive Systems (5)

Emphasizes the basic principles, diagnosis, service and repair of marine outdrive and transom bracket assemblies as well as outboard gear cases. Topics include: transom bracket servicing, upper gear case servicing, and lower gear case servicing.

Prerequisite: MAET 1000.

### MAET 1150 - Marine Accessories (4)

Emphasizes rigging, propping, and the basic principles, diagnosis, service and repair of marine hydraulic trim and tilt systems. Topics include: rigging, propping, outboard midsection servicing, hydraulic system fundamentals, and trim and tilt servicing.

Prerequisite: MAET 1000.

## MAST - Medical Assisting

### MAST 1010 - Legal/Ethic Concerns/Med Off (2)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

### MAST 1030 - Pharmacology/Med Office (4)

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

Prerequisite: MATH 1012.

**MAST 1060 - Medical Office Procedures (4)**

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

**MAST 1080 - Medical Assisting Skills I (4)**

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

Prerequisite: ALHS 1011, ALHS 1090, BIOL 2114.

**MAST 1090 - Medical Assisting Skills II (4)**

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

Prerequisite: ALHS 1011, ALHS 1090, BIOL 2114, MAST 1080.

**MAST 1100 - Medical Insurance Mgmt (2)**

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

Prerequisite: ALHS 1011, ALHS 1090, BIOL 2114, COMP 1000, ENGL 1010 or ENGL 1101 or ENGL 1102.

**MAST 1110 - Administrative Practice Mgmt (3)**

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of

computer skills; integration of medical terminology; accounting procedures; and application of software.

Prerequisite: ALHS 1011, ALHS 1090, BIOL 2114, COMP 1000, ENGL 1010 or ENGL 1101.

**MAST 1120 - Human Diseases (3)**

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

**MAST 1170 - Medical Assisting Externship (6)**

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

Prerequisite: MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1180, .

**MAST 1180 - Medical Assisting Seminar (3)**

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

Prerequisite: MAST 1010, MAST 1030, MAST 1060, MAST 1080, MAST 1090, MAST 1100, MAST 1110, MAST 1170.

**MATH - Math**

**MATH 0911B - Support for College Algebra (3)**

This course will serve as a co-requisite to MATH 1111 for degree-seeking students who do not pass the Mathematics placement test. It is a web-enhanced learning support course which is embedded in the applicable general education core. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of linear equations.

Corequisite: MATH 0090Q.

### **MATH 0912A - Support for Foundations of Math (3)**

MATH 0912 will act as a co-requisite to MATH 1012 for diploma-seeking students who do not pass the Accuplacer. MATH 0912 is a web-enhanced learning support course that provides just-in-time support for students in MATH 1012. Diploma level competencies include whole numbers, fractions, decimals, ratio and proportion, percent, measurement, geometry, integers, and basic statistics.

Corequisite: MATH 0090Q.

### **MATH 1011 - Business Math (3)**

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1012 - Foundations of Mathematics (3)**

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1012A - Foundations of Mathematics (3)**

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 0912A

Corequisite: MATH 0912A.

### **MATH 1013 - Algebraic Concepts (3)**

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1015 - Geometry & Trigonometry (3)**

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Prerequisite: MATH 1013.

### **MATH 1017 - Trigonometry (3)**

Prerequisite: MATH 1013.

### **MATH 1100 - Quantitative Skills/Reasoning (3)**

Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1101 - Mathematical Modeling (3)**

Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1103 - Quantitative Skills/Reasoning (3)**

This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1111 - College Algebra (3)**

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

Prerequisite: Appropriate Math Placement Test Score or

Appropriate Learning Support Exit Point.

### **MATH 1111B - College Algebra (3)**

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

Prerequisite: Appropriate Math Placement Test Score or Appropriate Learning Support Exit Point.

### **MATH 1112 - College Trigonometry (3)**

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1113 - Precalculus (3)**

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1127 - Introduction to Statistics (3)**

Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

Prerequisite: Appropriate Math Placement Test Score.

### **MATH 1131 - Calculus I (4)**

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

Prerequisite: Regular Admission and MATH 1113 with a C or better or Appropriate Math Placement Test Score.

### **MATH 1132 - Calculus II (4)**

This course includes the study of techniques of integration,

application of the definite integral, an introduction to differential equations, improper integrals, sequences, and series.

Prerequisite: Regular Admission and MATH 1131 with a C or better or Appropriate Math Placement Test Score.

## **MCHT - Machine Tool Technology**

### **MCHT 1011 - Intro to Machine Tool (4)**

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

### **MCHT 1012 - Print Reading for Machine Tool (3)**

Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

### **MCHT 1013 - Machine Tool Math (3)**

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

Prerequisite: Appropriate Math Placement Test Score.

### **MCHT 1015 - Surface Grinder Operations (2)**

### **MCHT 1017 - Charac/Metals/Heat Treatment (3)**

### **MCHT 1020 - Heat Treatment/Surface Grind (4)**

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 - Lathe Operations I (4)**

Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit

grinding, lathe calculations, lathe setup and operations.

Prerequisite: MCHT 1011.

### **MCHT 1120 - Mill Operations I (4)**

Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

### **MCHT 1219 - Lathe Operations II (4)**

Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

Prerequisite: MCHT 1119.

### **MCHT 1220 - Mill Operations II (4)**

Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.

Prerequisite: MCHT 1120.

## **MCTX - Mechatronics**

### **MCTX 2250 - Mechatronics Capstone (3)**

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.

Prerequisite: IDFC 1013, IDSY 1190, IDSY 1220.

## **MEGT - Mechanical Engineering**

### **MEGT 1010 - Manufacturing Processes (3)**

This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The

course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

Prerequisite: Regular Admission. Corequisite: ENGT 1000.

### **MEGT 1321 - Machining & Welding (2)**

An introduction to machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes and precision measuring instruments to be combined with laboratory projects and safety. Topics will include industrial safety and health practices; welding quality; use of cutting and grinding tools; introduction to welding terms and symbols; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); gas tungsten arc welding (GTAW); basic machining operations; and precision measuring instruments.

Prerequisite: MEGT 1010.

### **MEGT 2030 - Statics (3)**

This course introduces the student to the study of forces acting on objects and their effects on a body at rest or at constant velocity. Static principles are applied in analyzing structural systems. Topics include: vectors, resultants, equilibrium of force systems, free body diagrams (FBD), analysis of trusses and frames, distributed loading and geometric properties of areas. Emphasis is placed on bodies at rest in both 2 dimensions and 3 dimensions.

Prerequisite: ENGT 1000, MATH 1113.

### **MEGT 2080 - Strength of Materials (3)**

This course studies the behavior of materials when subjected to different loadings and constraints. Topics include: stress, strain, material properties, properties of cross sectional areas, bending and buckling of members, beam and column analysis, torsion and combined loading. Emphasis is provided on predicting material behavior in various mechanical applications and utilizing fundamental analysis techniques to determine stress in solids under tension, compression, torsion and/or shear. The course includes hands on laboratory exercises such as evaluating beam deflection and the thermal expansion of various metals.

Prerequisite: MEGT 2030.

### **MEGT 2100 - Manufacturing Quality Control (3)**

This course introduces statistical quality control and quality assurance techniques in manufacturing processes.

Topics include: fundamentals of Six Sigma methodology, creating customer focus, statistical control techniques, control charts, process capability, failure modes and effects analysis (FMEA), teams and teamwork, leadership and strategic planning, optimization and reliability studies, lean manufacturing, and inspection tools and practices. The course is an effective training aid for those preparing to take the American Society for Quality (ASQ) Certified Quality Inspector (CQI) examination. Students will perform lab exercises applying quality concepts, tools and techniques to realistic industry examples.

## **MGMT - Business Management**

### **MGMT 1100 - Principles of Management (3)**

Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

### **MGMT 1105 - Organizational Behavior (3)**

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

### **MGMT 1110 - Employment Rules & Regs (3)**

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

### **MGMT 1115 - Leadership (3)**

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

### **MGMT 1120 - Introduction to Business (3)**

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

### **MGMT 1125 - Business Ethics (3)**

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

### **MGMT 1135 - Managerial Acct/Finance (3)**

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

**MGMT 2115 - Human Resource Management (3)**

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

**MGMT 2120 - Labor Management Relations (3)**

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

**MGMT 2125 - Performance Management (3)**

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and

performance evaluation techniques.

**MGMT 2130 - Employee Training/Development (3)**

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include:  
developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

**MGMT 2135 - Management Communications (3)**

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

**MGMT 2140 - Retail Management (3)**

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in

retailing.

### **MGMT 2155 - Quality Management Principles (3)**

Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

### **MGMT 2210 - Project Management (3)**

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

### **MGMT 2215 - Team Project (3)**

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

## **MKTG - Marketing Management**

### **MKTG 1100 - Principles of Marketing (3)**

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

### **MKTG 1130 - Business Regs/Compliance (3)**

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing

devices.

### **MKTG 1160 - Professional Selling (3)**

This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

### **MKTG 1190 - Integrated MKTG Communications (3)**

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

### **MKTG 1270 - Visual Merchandising (3)**

This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

### **MKTG 2000 - Global Marketing (3)**

This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

### **MKTG 2010 - Small Business Management (3)**

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

### **MKTG 2070 - Buying & Merchandising (3)**

Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

### **MKTG 2090 - Marketing Research (3)**

This course conveys marketing research methodology. Topics include: role of marketing research, marketing



research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

### **MKTG 2210 - Entrepreneurship (6)**

This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

### **MKTG 2300 - Marketing Management (3)**

This course reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include: the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

### **MKTG 2500 - Exploring Social Media (3)**

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

Prerequisite: HRTM 1201, MKTG 1100.

### **MKTG 2550 - Analyzing Social Media (3)**

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment

Prerequisite: MKTG 1100, MKTG 2500.

## **MSVT - Motor Sport Vehicle Technology**

### **MSVT 1000 - Intro Motorsports/Race Sys (3)**

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.

Prerequisite: Program Admission.

### **MSVT 1010 - Electrical Systems (4)**

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.

Prerequisite: MSVT 1000.

### **MSVT 1020 - Motorsports Machine Tool (4)**

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.

Prerequisite: Program Admission.

### **MSVT 1030 - Motorsports Welding (3)**

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 - Gear Box & Final Drives (4)**

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.

Prerequisite: MSVT 1000.

### **MSVT 1050 - Fabrication Techniques (6)**

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.

Prerequisite: MSVT 1030, WELD 1000.

### **MSVT 1090 - Motorsports Internship (4)**

This course provides students with general on-site experience at a motorsports facility.

Prerequisite: MSVT 1000.

### **MSVT 2000 - Motorsports Composites (5)**

This course introduces the student to different types of racing chassis with an emphasis on carbon fiber IRL and Champ Car chassis.

Prerequisite: MSVT 1000.

### **MSVT 2005 - Body/Chassis Design/Fabricatio (5)**

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.

Prerequisite: MSVT 1000.

### **MSVT 2010 - Engine Design Bldg/Testing (3)**

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.

Prerequisite: MSVT 1000.

### **MSVT 2020 - Race Car Preparation/Testing (3)**

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.

Prerequisite: MSVT 1000.

### **MSVT 2030 - Composites Applications (3)**

Provides an opportunity to perform creative and critical thinking skills needed to manufacture and/or repair

composite parts/structures. Emphasis is placed on planning, mold making, composite materials, and sequencing operations.

### **MSVT 2090 - Motorsports Internship II (4)**

This course provides students with advanced skills and specialized on-site experience at a motorsports facility.

Prerequisite: MSVT 1090.

## **MUSC - Music**

### **MUSC 1101 - Music Appreciation (3)**

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores.

## **NAST - Nursing Assistant**

### **NAST 1100 - Nurse Aide Fundamentals (6)**

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

**NAST 1100A - Nurse Aide Fundamentals (3)****NAST 1100B - Nurse Aide Fundamentals (3)****PHAR - Pharmacy Assistant****PHAR 1000 - Pharmaceutical Calculations (4)**

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

Prerequisite: MATH 1012 or MATH 1111.

**PHAR 1001 - Foundations in Pharmacy Technology (5)**

The course will focus on the foundational principles relating to the language, regulations, guidelines, standards and roles of pharmacy professionals.

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores.

**PHAR 1002 - Pharmacology and Calculations (7)**

The course introduces pharmaceutical calculations (fractions, decimals, ratio and proportions, percents and solutions, alligation dosing formulas) and prescription reading, pharmacology (medication preparation/handling, drug classifications, routes of administration, dosage forms, side effects and drugs of abuse) clinical pharmacology (therapeutic drug monitoring, drug half-life), medication storage and stability, and vaccinations.

Prerequisite: PHAR 1001.

**PHAR 1003 - Pharmacy Technology Clinical (3)**

Provides the students the opportunity to apply knowledge, skills and abilities in the pharmacy setting with experienced pharmacy professionals. Topics to include: professionalism, safety and quality assurance, medication processing/handling, inventorying and medication dispensing. The clinical experience is implemented through written training plans, performance evaluations and student supervision.

Prerequisite: PHAR 1001 & PHAR 1002.

**PHAR 1010 - Pharmacy Tech Fundamentals (5)**

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry,

basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

**PHAR 1020 - Principles of Dispensing Meds (4)**

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

Prerequisite: PHAR 1000, PHAR 1010.

**PHAR 1030 - Principles/Sterile Meds Prep (4)**

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

Prerequisite: PHAR 1000, PHAR 1010.

**PHAR 1040 - Pharmacology (4)**

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

**PHAR 1050 - Pharmacy Tech Practicum (5)**

Prerequisite: PHAR 1000, PHAR 1010.

**PHAR 1055 - Pharmacy Asst Practicum (5)**

This course orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant. Topics include: purchasing, packaging and labeling drugs; distribution systems; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; contamination control; storage and control; pharmacy equipment, and health care organizational structures.

Prerequisite: ALHS 1011, ALHS 1090, MATH 1012, or MATH 1111, PHAR 1000, PHAR 1010, PHAR 1020, PHAR 1040.

**PHAR 2060 - Adv Pharmacy Tech Principles (3)**

This course presents the advanced concepts and principles

needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

Prerequisite: COMP 1000, PHAR 1030, PHAR 1050, PHAR 2070.

### **PHAR 2070 - Adv. Pharmacy Tech Practicum (5)**

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

Prerequisite: COMP 1000, PHAR 1030, PHAR 1050, PHAR 2060.

## **PHLT - Phlebotomy Technician**

### **PHLT 1030 - Introduction to Venipuncture (3)**

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

Prerequisite: Program Admission.

### **PHLT 1050 - Clinical Practice (5)**

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

Prerequisite: PHLT 1030.

## **PHTA - Physical Therapy**

### **PHTA 1110 - Intro to Physical Therapy (2)**

This course introduces students to the profession of physical therapy. Topics include professional responsibilities and core values; legal and ethical

responsibilities in physical therapy practice; current trends in physical therapy; communication skills; cultural competency and health disparities and research and evidence-based practice.

### **PHTA 1120 - Patient Care Skills (3)**

This course introduces students to basic patient care skills and administrative tasks in physical therapy. Topics include patient care skills; principles of teaching and learning; documentations skills; and administrative and management tasks.

### **PHTA 1130 - Functional Anatomy/Kinesiology (3)**

This course introduces the basic concepts of functional anatomy and the study of human movement. Topics include an overview of kinesiology and the principles of biomechanics; examination of the neuromusculoskeletal system; a review of muscle attachments, actions, and innervations; and instruction in assessment techniques for measuring joint range of motion.

### **PHTA 1140 - Physical Therapy Procedures (4)**

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 - Pathology (4)**

This course provides a survey of injuries and diseases commonly treated by physical therapist assistants. Topics include review of systems; an examination of musculoskeletal system disorders and diseases; examination of general medical disorders and diseases; examination of circulation, respiration, and ventilation; recognition and response procedures for changes in physiologic status; and an overview of pharmacology for pain, musculoskeletal, endocrine, and GI system management.

Prerequisite: PHTA 1130, PHTA 1140.

### **PHTA 2120 - Rehabilitation (3)**

This course provides instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics include functional mobility and training; rehabilitation techniques for musculoskeletal disorders; gait training and assistive devices; home management, community, and work reintegration; and health promotion, wellness and prevention.

Prerequisite: PHTA 1130, PHTA 1140.

**PHTA 2130 - Physical Therapy Procedures II (4)**

This course provides continued instruction in the principles and application techniques for various physical therapy interventions. Topics include pain theories and assessment techniques; mechanical physical agents; electrotherapeutic physical agents; and adaptive, protective, and supportive devices.

Prerequisite: PHTA 1130, PHTA 1140.

**PHTA 2140 - Clinical Education (4)**

This course provides students with the opportunity to observe and practice skills learned in the classroom and laboratory at various clinical settings for physical therapy practice. Students will be supervised by a clinical instructor who is either a licensed physical therapist or licensed physical therapist assistant. Topics include preparation of patients, treatment areas, and equipment; vital signs and sensory assessment; wound care and personal protection; transfers, body mechanics, and assistive devices; application of physical agents; goniometric measurements; therapeutic massage; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Prerequisite: PHTA 2110, PHTA 2120, PHTA 2130.

**PHTA 2150 - Pathology II (4)**

This course provides continued instruction on diseases and conditions commonly treated by physical therapist assistants with an emphasis on neurological conditions. Topics include a review of neuroanatomy and physiology; examination of neurological disorders and diseases; examination of pediatric disorders and diseases; limb deficiency disorders; and pharmacology for spinal cord injuries, traumatic brain injuries, and cardiac and pulmonary system management.

Prerequisite: PHTA 2110, PHTA 2120, PHTA 2130.

**PHTA 2160 - Rehabilitation II (3)**

This course provides continued instruction in exercises and rehabilitation techniques commonly utilized by physical therapist assistants. Topics include rehabilitation of the neurological patient; rehabilitation of the pediatric patient; cardiac rehabilitation and chest physical therapy techniques; prosthetic and orthotic training; and the assessment of arousal, attention, and cognition.

Prerequisite: PHTA 2110, PHTA 2120, PHTA 2130.

**PHTA 2170 - Kinesiology II (3)**

This course provides continued instruction in the study of human movement. Topics include posture and equilibrium; gait, locomotion, and balance; advanced gait training techniques; and the assessment of muscle performance.

Prerequisite: PHTA 2110, PHTA 2120, PHTA 2130.

**PHTA 2180 - Clinical Education II (4)**

This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various health care facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Prerequisite: PHTA 2140, PHTA 2150, PHTA 2160, PHTA 2170, .

**PHTA 2190 - Clinical Education III (7)**

This course provides continued opportunity for clinical education under the supervision of a licensed physical therapist or licensed physical therapist assistant in various health care facilities. Topics include therapeutic exercise; interventions for neurological conditions; mechanical and electrotherapeutic physical agents; gait and posture analysis; advanced gait training techniques; manual muscle testing; interventions for limb deficiency disorders; identification of architectural barriers; interpersonal and communication skills; principles of teaching and learning; documentation; and modification of interventions within the plan of care.

Prerequisite: PHTA 2140, PHTA 2150, PHTA 2160, PHTA 2170, PHTA 2180.

**PHTA 2200 - Phys Therapist Asst Seminar (1)**

This seminar course prepares students for entry into the field of physical therapy as physical therapist assistants. Topics include review for the licensure examination; presentation of a case study; and overview of career development and commitment to lifelong learning.

Prerequisite: PHTA 2140, PHTA 2150, PHTA 2160, PHTA 2170, .

## PHYS - Physics

### PHYS 1110 - Conceptual Physics (3)

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Prerequisite: ENG 1101 and MATH 1101 or MATH 1103 or MATH 1111. Corequisite: PHYS 1110L.

### PHYS 1110L - Conceptual Physics Lab I (1)

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

Corequisite: PHYS 1110.

### PHYS 1111 - Introductory Physics I (3)

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

Prerequisite: ENGL 1101 and MATH 1113. Corequisite: PHYS 1111L.

### PHYS 1111L - Introductory Physics Lab I (1)

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

Corequisite: PHYS 1111.

### PHYS 1112 - Introductory Physics II (3)

The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic

electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

Prerequisite: PHYS 1111, PHYS 1111L. Corequisite: PHYS 1112L.

### PHYS 1112L - Introductory Physics Lab II (1)

Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

Corequisite: PHYS 1112.

## PNSG - Practical Nursing

### PNSG 1020 - Pharmacology/Clinical Calc (2)

### PNSG 1030 - Clinical Nutrition (2)

### PNSG 1100 - Nursing Fundamentals (7)

### PNSG 1120 - Medical Surgical Nursing I (7)

Prerequisite: PNSG 1020, PNSG 1030, PNSG 1100.

### PNSG 1122 - Med Surg Practicum I (6)

Prerequisite: PNSG 1120.

### PNSG 1130 - MEDICAL SURGICAL NURSING II (7)

Prerequisite: PNSG 1120.

### PNSG 1132 - Med Surg Nursing Practicum (6)

Prerequisite: PNSG 1120, PNSG 1122.

### PNSG 2010 - Intro Pharm/Clinical Calc (2)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

### PNSG 2030 - Nursing Fundamentals (6)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/bloodborne/airborne pathogens; and basic

emergency care/first aid and triage.

### **PNSG 2035 - Nursing Fundamentals Clinical (2)**

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living; documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

### **PNSG 2120 - Pediatric Nursing (4)**

Prerequisite: PNSG 1020, PNSG 1030, PNSG 1100.

### **PNSG 2122 - Pediatric Nursing Practicum (1)**

Prerequisite: PNSG 2120.

### **PNSG 2130 - Obstetric Nursing (4)**

Prerequisite: PNSG 1020, PNSG 1030, PNSG 1100.

### **PNSG 2132 - Obstetric Nursing Practicum (2)**

Prerequisite: PNSG 2130.

### **PNSG 2150 - Nursing Leadership (1)**

Prerequisite: PNSG 1020, PNSG 1030, PNSG 1100.

### **PNSG 2152 - Nursing Leadership Practicum (2)**

Prerequisite: PNSG 2150.

### **PNSG 2210 - Medical Surgical Nursing I (4)**

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

### **PNSG 2220 - Medical Surgical Nursing II (4)**

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention

of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

### **PNSG 2230 - Medical Surgical Nursing III (4)**

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

### **PNSG 2240 - Medical Surgical Nursing IV (4)**

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

### **PNSG 2250 - Maternity Nursing (3)**

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

### **PNSG 2255 - Maternity Nursing Clinical (1)**

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a

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

#### **PNSG 2310 - Med/Surg Nursing Clinical I (2)**

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

#### **PNSG 2320 - Med/Surg Nursing Clinical II (2)**

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology;

mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

#### **PNSG 2330 - Med/Surg Nursing Clinical III (2)**

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

#### **PNSG 2340 - Med/Surg Nursing Clinical IV (2)**

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular,



hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

### **PNSG 2410 - Nursing Leadership (1)**

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

### **PNSG 2415 - Nursing Leadership Clinical (2)**

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

## **POLS - Political Science**

### **POLS 1101 - American Government (3)**

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

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores.

### **POLS 2401 - Global Issues (3)**

This course introduces students to contemporary issues in global affairs. It assumes no prior knowledge of international relations. The course examines problems facing the global community, as well as the prospects for governments, individuals, and international groups to address those problems. The course has three broad areas: the global political economy; human development, inequality, and rights; and global institutions and security. Key to all these areas is the role of the United States and other regional powers in world affairs.

Prerequisite: Appropriate degree level placement test scores in writing and reading.

## **PSYC - Psychology**

### **PSYC 1010 - Basic Psychology (3)**

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

### **PSYC 1101 - Introductory Psychology (3)**

Introduces the major fields of contemporary psychology. Emphasis is on fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychopathology and interventions, stress and health, and social psychology.

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores.

### **PSYC 1150 - Industrial/Organizational Psych (3)**

### **PSYC 2103 - Human Development (3)**

Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

Prerequisite: PSYC 1101.

### **PSYC 2250 - Abnormal Psychology (3)**

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.

Prerequisite: PSYC 1101.

## RADT - Radiology Technology

### **RADT 1010 - Introduction to Radiology (4)**

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

Prerequisite: Program Admission.

### **RADT 1030 - Radiographic Procedures I (3)**

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

### **RADT 1060 - Radiographic Procedures II (3)**

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

### **RADT 1065 - Radiologic Science (2)**

Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other

topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

### **RADT 1070 - Principles of Imaging I (6)**

Prerequisite: Diploma-MATH 1101; Degree-MATH 1111, .

### **RADT 1075 - Radiographic Imaging (4)**

The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

### **RADT 1085 - Radiologic Equipment (3)**

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

### **RADT 1160 - Principles of Imaging II (6)**

### **RADT 1200 - Principles/Rad Bio/Protection (2)**

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

**RADT 1320 - Clinical Radiography I (4)**

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

**RADT 1330 - Clinical Radiography II (7)**

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

**RADT 2090 - Radiographic Procedures III (2)**

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.

**RADT 2190 - Radiographic Pathology (2)****RADT 2201 - Intro to Computed Tomography (2)**

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

Prerequisite: RADT 2220, RADT 2250.

**RADT 2210 - Computed Tomogr Physics Instru (5)**

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

Prerequisite: RADT 2230, RADT 2265.

**RADT 2220 - Computed Tomography Proced. I (3)**

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

Prerequisite: RADT 2201, RADT 2250.

**RADT 2230 - Computed Tomography Proced II (3)**

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

Prerequisite: RADT 2210, RADT 2265.

**RADT 2250 - Computed Tomography Clinic I (4)**

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

Prerequisite: RADT 2201, RADT 2220.

**RADT 2260 - Radiologic Technology Review (3)**

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

**RADT 2265 - Computed Tomography Clinic II (4)**

Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast

media.

Prerequisite: RADT 2210, RADT 2230.

### **RADT 2340 - Clinical Radiography III (6)**

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

### **RADT 2350 - Clinical Radiography IV (7)**

### **RADT 2360 - Clinical Radiography IV (9)**

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

## **READ - Reading**

### **READ 90 - Learning Support Reading (3)**

This course uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students progress at their own pace to master each module.

### **READ 97 - Reading II (3)**

Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

### **READ 98 - Reading III (3)**

Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics

include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

Prerequisite: ENG 101, ENG 1010, ENGL 1010, RDG 097, READ 0097.

## **RELG - Religion**

### **RELG 1101 - World Religions (3)**

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

Prerequisite: ENG 1101.

## **RNSG - Associate of Science in Nursing**

### **RNSG 1515 - Nursing Pharmacology (4)**

This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, medication interactions, and potential adverse medication reactions. This course also enhances the basic mathematical concepts utilized in calculating medication dosages for safe administration to clients throughout the lifespan. Emphasis is placed on drug classifications and nursing care related to the safe administration of medications. This course utilizes activities that stimulate critical thinking.

### **RNSG 1540 - Fundamentals of Nursing (7)**

This course provides an introduction to nursing and roles of the nurse, as well as profession related and client care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in the laboratory and clinical settings. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism;

and leadership. The clinical experience will introduce the student to the application of theoretical concepts and implementation of safe client care to adults in a variety of healthcare settings.

### **RNSG 1550 - Medical Surgical Nursing I (7)**

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

### **RNSG 1560 - Mental Health Nursing (3)**

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

### **RNSG 2510 - Medical Surgical Nursing II (4)**

This course reinforces theory and fundamental nursing skills and the concepts of adult health nursing. The nursing process is used as a framework to organize content and deliver nursing care. Students use critical thinking as the basis for decision regarding planning, intervention and evaluation when caring for clients with medical-surgical disorders. Pharmacological principles are integrated throughout the course. Simulated laboratory and clinical settings provide an opportunity to develop competency in nursing skills and caring in nursing practice. Clinical opportunities are provided in a variety of medical- surgical settings. Clinical practice-based learning activities and

interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

### **RNSG 2520 - Maternal-Child Nursing (5)**

This course provides an integrative, family-centered approach to the care of women, newborns, and children. Emphasis is placed on normal and high-risk pregnancies, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in clients. Management and planning of the nursing process will include concepts from a variety of culturally diverse settings and nursing in the community and acute care setting. The role of the nurse as a provider will include: client-centered care; teamwork and collaboration; evidence-based practice; quality improvement; safety; informatics; professionalism; and leadership. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care to women, newborns, and children in selected settings.

### **RNSG 2550 - Medical Surgical Nursing III (8)**

In this course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, Preceptorship experiences, and leadership opportunities. These reality-based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload. The student will gain knowledge in the system of classification/prototypes of drugs according to body systems.

## SOCI - Sociology

### **SOCI 1101 - Introduction to Sociology (3)**

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores.

### **SOCI 2600 - Intro to Social Problems (3)**

This course will provide an in-depth study of current social problems such as poverty, unemployment, race relations, environmental concerns, deviance, drugs and crime, social inequality, and global threats. Emphasis is on causes, consequences, policy, and possible solutions to these problems.

## SPAN - Spanish

### **SPAN 1050 - Spanish Culture and Community (2)**

This course will help students become more familiar with the Spanish culture and help hone Spanish communication skills and cultural knowledge to serve the needs of the Latino community in professional settings.

### **SPAN 1101 - Intro to Spanish Lang/Culture (3)**

A beginner's introduction to the Spanish language and culture. This course stresses the student's ability to acquire a non-native language and to communicate effectively in the target Spanish language. Emphasis is placed on reading, writing, and speaking the language. An overview of Hispanic society is also emphasized, highlighting the differences between American and Hispanic cultures. Not open to native speakers of Spanish.

Prerequisite: Appropriate Placement Test Scores.

### **SPAN 1102 - Intro Spanish Lang./Culture II (3)**

A continuation of SPAN1101 that advances the student's acquisition of the target language and understanding of cultural difference between American and Hispanic cultures. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Spanish language. Not open to native speakers of Spanish.

Prerequisite: SPAN 1101.

## SPCH - Speech

### **SPCH 1101 - Public Speaking (3)**

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

Prerequisite: Regular Admission.

## SURG - Surgical Technology

### **SURG 1010 - Intro to Surgical Technology (8)**

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: 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)**

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures.

### **SURG 1080 - Surgical Microbiology (2)**

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

### **SURG 1100 - Surgical Pharmacology (2)**

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

**SURG 2030 - Surgical Procedures I (4)**

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; and otorhinolaryngologic surgery.

Prerequisite: SURG 1010, SURG 1020.

**SURG 2040 - Surgical Procedures II (4)**

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery.

Prerequisite: SURG 2030.

**SURG 2110 - Surgical Tech Clinical I (3)**

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be

documented but do not count towards the minimum of 120 total cases.

**SURG 2120 - Surgical Tech Clinical II (3)**

Introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for general and specialty surgery. Topics include: participation in and/or observation of general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

**SURG 2130 - Surgical Tech Clinical III (3)**

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures.

**SURG 2140 - Surgical Tech Clinical IV (3)**

Provides opportunities for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: independent case preparation and implementation of intraoperative skills as primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.

Prerequisite: SURG 2130.

**SURG 2240 - Seminar in Surgical Technology (2)**

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.

Prerequisite: SURG 2140.

## THEA - Theater Appreciation

### **THEA 1101 - Theater Appreciation (3)**

Explores history, aesthetics, and craft of the theatrical experience on stage, emphasizing the role of the audience as well as that of the artist. Critical views of theatrical performances are examined alongside scripts. Emphasis is placed on the students' understanding of foundational elements, principles, and theories of dramatic art, including classical and contemporary varieties. The performance component of this course enables students to appreciate the process by which theatre is realized and the creative and cultural significance of theatre as a basic human endeavor.

Prerequisite: Appropriate Degree Level Writing and Reading Placement Test Scores.

## WELD - Welding

### **WELD 1000 - Intro Welding Technology (4)**

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

### **WELD 1010 - Oxyfuel & Plasma Cutting (4)**

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.

Prerequisite: WELD 1000.

### **WELD 1030 - Blueprint Reading for WELD (4)**

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.

Prerequisite: WELD 1000.

### **WELD 1040 - Flat Shielded Metal Arc Weld (4)**

This course introduces the major theory, safety practices,

and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

Prerequisite: WELD 1000.

### **WELD 1050 - Horiz Shielded Metal Arc Weld (4)**

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

### **WELD 1060 - Vert Shielded Metal Arc Weld (4)**

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

Prerequisite: WELD 1040, WELD 1050.

### **WELD 1070 - Overhead Shielded Metal Arc (4)**

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

Prerequisite: WELD 1000.

### **WELD 1090 - Gas Metal Arc Welding (4)**

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW



joints in all positions.

Prerequisite: WELD 1000.

### **WELD 1095 - Advanced Gas Metal Arc Welding (3)**

Prerequisite: WELD 1000.

### **WELD 1110 - Gas Tungsten Arc Welding (4)**

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

Prerequisite: WELD 1000.

### **WELD 1120 - Preparation/Ind Qualification (4)**

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

Prerequisite: WELD 1040, WELD 1070, WELD 1090, WELD 1110.

### **WELD 1150 - Adv Gas Tungsten Arc Weld (3)**

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

Prerequisite: WELD 1000.

### **WELD 1151 - Fabrication Process (3)**

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

Prerequisite: WELD 1030.

### **WELD 1152 - Pipe Welding (4)**

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

Prerequisite: WELD 1000.

### **WELD 1153 - Flux Cored Arc Welding (4)**

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

Prerequisite: WELD 1000.

### **WELD 1154 - Plasma Cutting (3)**

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

Prerequisite: WELD 1000.

### **WELD 1156 - Ornamental Iron Works (4)**

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

### **WELD 1330 - Metal Welding/Cutting Tech (2)**

This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

### **WELD 1500 - Welding & Joining Internship (3)**

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands on situation and to work in an industrial environment under the supervision of a master welding

technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

## WLET - Wireless Engineering

### **WLET 1000 - Intro to UNIX & Linux w/Script (4)**

This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations. Finally, the student will learn UNIX/Linux shell programming techniques necessary to understand and create shell script programs in an UNIX/Linux environment. Topics include: shell variables, shell script programs, logical and math operators, redirection and piping, and use of backslash, quotes and back quotes.

### **WLET 1005 - Scripting for Wireless Tech (2)**

This course covers scripting techniques used in UNIX/Linux wireless networking applications. Topics include: conditional processing, looping structures, positional parameters, arrays, and functions.

Prerequisite: WLET 1000.

### **WLET 1120 - Mobile Site Media/Applications (3)**

### **WLET 2100 - Antenna Fund/Apps in WLET (3)**

This course provides the student the foundational knowledge needed to understand electromagnetic wave propagation and the skills needed to safely choose and install the proper antenna based on the application. Topics will include electromagnetic frequencies, signal propagation, RF safety, radiation patterns, codes and standards related to antennas, installation practices, and troubleshooting.

Prerequisite: WLET 1120.

### **WLET 2110 - Mobile Transmission/Transport (3)**

The course is designed to give the student a working knowledge of the theory and technologies generally found in mobile communications. Topics include the electromagnetic spectrum and transmission theory on copper, fiber, and air interfaces using electrical, light, and RF signals. Backhaul technologies are also discussed to give the student an understanding of how the mobile network is intertwined with switching offices and other nodes.

### **WLET 2120 - Mobile Tech & Equipment (3)**

This course is designed to give the student a working knowledge of a complete mobile site including the radio equipment, ancillary equipment and other equipment and interfaces needed to commission a site and maintain a site. Topics include both theory and hands-on based exercises that allow a student to perform the duties of field technician/engineer.

# Financial Aid Information

## 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.

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: <https://studentaid.ed.gov/sa/fafsa>

If you are selected for verification by the U.S. Department of Education, you will be required to provide additional documents.

When filling out your FAFSA, please use the name that is reflected on your Social Security Card for each and all parties that are included on the application. Using nick names, middle names or abbreviations can cause a mismatch with the Social Security Administration and delay processing of your application.

A Student Aid Report (SAR) will be mailed/emailed directly to the student from the federal processor. When received, you will need to review the information for accuracy. Make any corrections needed and return the form to the federal processor for corrections. If no corrections are needed, no further action is required.

In addition, applicants should note that Lanier Technical College *does not participate in any of the federal student or parent loan programs.*

Additional information needed for the FAFSA:

Lanier Technical College  
Title IV School Code: **005254**  
2535 Lanier Tech Dr  
Gainesville, GA 30507

Students who do not wish to be considered for federal student aid may complete an application for HOPE Grant/Scholarship funding. Click here for instructions for

completing the HOPE application. This application may be completed electronically at: <https://www.gafutures.org/>. This electronic application will speed up the approval process, assuming that all eligibility requirements have been met. Students who decide not to apply electronically can download and print a paper application from the GSFC web site. This paper application must be mailed to GSFC for processing:

Georgia Student Finance Commission  
2082 East Exchange Place  
Tucker, GA 30084

## 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: <https://studentaid.ed.gov/sa/fafsa>. Students should check with the Financial Aid Office regarding their application status.

Please note that Lanier Technical College's academic year begins with fall term and ends with summer term. The active period for a FAFSA is from July 1 through June 30 of each aid year. Because Lanier Technical College's summer term begins prior to July 1 of each aid year, summer term financial aid awards will be determined using the same FAFSA used for the prior fall and spring terms.

Effective October 1, 2016, students will be required to complete the FAFSA using income information from the tax/calendar year two years prior to the July 1 active date of the FAFSA.

## Federal Programs

### 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

## Pell Recalculation Policy

Each term, the financial aid office will set a Pell Recalculation Date to coincide with the full term and part of term B no show deadlines. Any changes to enrollment after this date will not change a student's calculated Pell award. Exceptions to this policy include when a student adds a class for the first time that semester (i.e. adds a mini-session class that starts later in the term as their initial enrollment), when a student fails to begin attendance in a class, or when the college receives an initial FAFSA for the student. In these cases, Pell must be recalculated.

This only applies to Pell funds.

## 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.

## 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.

## Eligibility Requirements - Federal Grant

### Federal Aid Eligibility

Eligibility for federal student aid is based on financial need and on several other factors. The financial aid administrator at the college or career school you plan to attend will determine your eligibility.

To receive aid from federal programs, you must:

- demonstrate financial need (except for certain loans).
- have a high school diploma or a General Education Development (GED) certificate, meet other standards your state establishes that the Department approves, complete a high school education in a home school setting that is treated as such under state law, or have satisfactorily completed six credit hours or the equivalent course work toward a degree or certificate.
- be enrolled or accepted for enrollment as a regular student working toward a degree, diploma or certificate in an eligible program.
- be a U.S. citizen or **eligible noncitizen**.
- have a valid Social Security Number.
- register with the Selective Service if required. You can use the paper or electronic FAFSA to register, you can register at <https://www.sss.gov/>, or you can call 1-847-688-6888. (TTY users can call 1-847-688-2567.)
- maintain satisfactory academic progress once in school.
- certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
- certify that you will use federal student aid only for educational purposes.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or contact your financial aid advisor to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

Civil Commitment for Sexual Offenses - A student subject to an involuntary civil commitment after completing a period of incarceration for a forcible or nonforcible sexual

offense is ineligible to receive a Federal Pell grant.

Even if you are ineligible for federal aid, you should complete the FAFSA because you may be eligible for nonfederal aid from state institutions. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

If you have a question about your citizenship status, contact the financial aid office at the college or career school you plan to attend.

### **How will I know what I'm eligible for?**

The information you reported on your FAFSA is used to determine your Expected Family Contribution (EFC), which is calculated by a formula established by law. You may think of the EFC as an index that colleges use to determine how much financial aid (grants, loans or work-study) you would receive if you were to attend their school. If your EFC is below a certain number, you'll be eligible for a Federal Pell Grant assuming you meet all other eligibility requirements.

The amount of your Pell Grant depends on your EFC, your cost of attendance (which the financial aid administrator at your college or career school will determine), and your enrollment status (full time, three-quarter time, half time, or less than half time).

For our other aid programs, the financial aid administrator at your college or career school takes your cost of attendance and then subtracts your EFC, the amount of a Federal Pell Grant you are eligible for, and aid you will get from other sources. The result is your remaining financial need:

### **Cost of Attendance**

EFC

Federal Pell Grant Eligibility

Aid from Other Sources

= Remaining Financial Need

A financial aid administrator can consider special or unusual circumstances such as unusual medical expenses, unemployment, etc. and can adjust your cost of attendance or some of the information used to calculate your EFC. You'll have to provide your college or career school with

documentation to justify any change.

## 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.

## State Programs

### Dual Enrollment Program

#### Dual Enrollment Financial Aid Information

Students who meet all eligibility requirements will receive a student-specific award amount to be applied toward tuition, mandatory fees, plus a book allowance. Some course related fees, such as malpractice insurance, course-specific supplies, and transportation, are not covered.

- Students attending a public or private high school should log into <https://www.gafutures.org/> and complete the Dual Enrollment (financial aid) application online. If you do not have a GAfutures account, then you will need to create one. The GAfutures application must be opened in either Chrome or Firefox, it is not compatible with Internet Explorer.
- Students attending a home study program must complete the Dual Enrollment paper (financial aid) application and do not need to set up a GAfutures account.

The Dual Enrollment program is not HOPE funded. Therefore, the credits earned in the Dual Enrollment program do not count against the HOPE credit hour cap following graduation from high school.

Financial aid questions can be directed to the Office of Financial Aid at 770-533-7022 or [mailto:financial\\_aid@laniertech.edu](mailto:financial_aid@laniertech.edu).

### Georgia Public Safety Memorial Grant

The Georgia Public Safety Memorial (GSPSM) Grant program provides non-repayable grants to eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, firefighters, or emergency medical technicians who were permanently

disabled or killed in the line of duty. The amount of the award covers the cost of attendance minus any other financial aid received by the student. The student applicant must be the natural or adopted child of a public safety officer who meets the eligibility requirements of the Georgia Student Finance Commission and the Georgia Board of Public Safety on the date of the accident or event from which death or permanent disability resulted.

The GPSM Grant is payable during the normal academic year, and also during the summer term. Recipients are eligible for a maximum of 12 quarters of attendance.

## 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)  
<https://www.gafutures.org/>

## HOPE Career Grant

(formerly the Strategic Industries Workforce Development Grant)

The HOPE Career Grant can be the boost a student needs to get started on a rewarding career in a well-paying job, and without accumulating a lot of student debt. It also helps Georgia employers by creating a pipeline of skilled workers they can hire well into the future. To be eligible for the HOPE Career Grant, students must first qualify for and be receiving the HOPE or ZELL Grant. Please review eligibility requirements below. The two grants together will cover all tuition in these programs of study. Students will still be responsible for student fees and any equipment necessary, although in some cases, financial aid is available for those as well.

**Eligibility for the HOPE Grant** All eligibility requirements for the HOPE Grant and Zell Miller Grant

apply to the HOPE Career Grant, formerly known as the Strategic Industries Workforce Development Grant.

**Basic Eligibility** All HOPE programs require students to meet basic requirements. An eligible student must:

Meet HOPE's U.S. citizenship or eligible non-citizen requirements;

Be a legal resident of Georgia;

1. Meet enrollment requirements;
2. Be in compliance with Selective Service registration requirements;
3. Meet academic achievement standards;
4. Be in good standing on all student loans or other financial aid programs;
5. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990;
6. Not have exceeded the maximum award limits for any HOPE or Zell Miller programs;
7. Must be eligible for, and receiving, HOPE or Zell Miller Grant funding.

**Program Eligibility** Full-time enrollment in a certificate or diploma program is not required and students are not required to graduate from high school with a specific GPA, however, they must have a postsecondary cumulative 2.0 GPA, at certain checkpoints, in order to maintain eligibility.

### Programs of Study

Beginning with Fall Semester 2013, students who are receiving the HOPE or Zell Miller Grant may also be eligible for additional financial assistance from Georgia's HOPE Career Grant for specific programs designated by Georgia Student Finance Commission (GSFC).

To qualify, a student must be fully admitted to the college, enrolled in one of the programs designated by GSFC, and receiving the HOPE or Zell Miller Grant for the same term. The amount of the Hope Career Grant Award is a fixed amount for each term of enrollment:



<b>Enrolled Hours</b>	<b>Award Amount</b>
9+ hours	\$1,000.00* Only for Commercial Truck Driving
9+ hours	\$500.00
3 - 8 hours	\$250.00
1 - 2 hours	\$125.00

The HOPE GED Grant, HOPE or Zell Miller Grant, and HOPE Career Grant Award can be awarded in the same term, if all other eligibility requirements are met up to cost of attendance. High school students in dual enrollment programs are not eligible for the HOPE Career Grant Award.

## HOPE GED Grant Program

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.

## 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 is available for students seeking a diploma or technical certificate of credit. The award amount 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.

The HOPE Grant program administered by the Georgia Student Finance Commission is available to qualified Georgia residents who are enrolled in a diploma or technical certificate program. Students are not required to graduate from high school with a specific grade point average. However, students are required to have a minimum postsecondary cumulative grade point average of 2.00 at designated checkpoints. The HOPE Grant award amount at a public college covers a percentage of the

tuition and is determined by the Georgia Student Finance Commission based on projected lottery revenues and expenditures. The HOPE award amount is subject to change each year.

Income is not a consideration in determining eligibility for the HOPE Grant. All applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA). It is recommended that students file their FAFSA at least four to six weeks prior to the date the funds will be needed for registration. The application is available on line at: <https://studentaid.ed.gov/sa/fafsa>.

Students who do not wish to be considered for federal student aid may complete an application for HOPE and State Aid Program funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: <https://www.gafutures.org/>.

## 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 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.

## 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)

## **HOPE Program**

In order to help Georgia citizens finance their education, the state has established the Georgia HOPE 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 consists of HOPE Grant, Zell Miller Grant, HOPE Scholarship, Zell Miller Scholarship, HOPE GED Grant, and the Strategic Industries Workforce Development Grant. The HOPE Program is funded entirely by the Georgia Lottery for Education and is administered by the Georgia Student Finance Commission.

## **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.

## **HOPE Scholarship Program**

HOPE Scholarship is available to those students who have graduated from a Georgia high school as a designated HOPE Scholar or students may obtain HOPE Scholarship eligibility by obtaining and maintaining a 3.0 HOPE GPA at a tier checkpoint. The HOPE Scholarship award amount at a public college covers a percentage of the tuition for students seeking a degree program. 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 Scholarship award amount is subject to change each year.

## **Student Access Loan Program**

The Student Access Loan is administered by Georgia Student Finance Commission and is funded by state general funds and proceeds from the Georgia Lottery for education. This loan program is designed to be funding of last resort for college students who have a gap in their college financing. The interest rate on the loan is 1% and the repayment term is ten years after graduation. Loan funds may be used towards any part of the student's cost of attendance. Interest payments are required while the student is enrolled. Students may borrow up to \$3,000 per year.

Students must be Georgia residents and United States citizens or Eligible Non-Citizens. Students will be randomly selected from the pool of all applicants. To be eligible for the Student Access Loan Program, students must have applied for other student financial aid including federal and state scholarships and grants.

For more information or to apply online, go to <https://www.gafutures.org/>

1. Click on the HOPE & State Aid Programs tab.
2. Scroll down to State Loans and click tab to access information and application.

## Student Access Loan - Technical 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. Loans, or portions of the loans, may be forgivable for recipients who graduate with a minimum cumulative GPA of 3.5 as determined by Georgia Student Finance Commission. Loan funds may be used towards any part of the student's cost of attendance. The interest rate on the loan is 1% and borrowers are required to make monthly Keep In Touch payments while the student is enrolled. Students may borrow up to \$3,000 per year.

Students must be Georgia residents and United States citizens or Eligible Non-Citizens. Students will be randomly selected from the pool of all applicants. To be eligible for the Student Access Loan Technical Program, students must have applied for other student financial aid including federal and state scholarships and grants.

For more information or to apply online, go to <https://www.gafutures.org/>:

1. Click on the 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"

## Zell Miller Grant Program

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: <https://studentaid.ed.gov/sa/fafsa>.

Students who do not wish to be considered for federal student aid may complete an application for HOPE Grant/Scholarship funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: <https://www.gafutures.org/>.

## 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.

## Combined Paid-Hours Limit - HOPE/Zell Miller

A student is ineligible to receive HOPE Scholarship payment once he or she reaches the Combined Paid-Hours limit of 127 semester or 190 quarter hours from any combination of Zell Miller or HOPE Scholarship Paid-Hours, plus HOPE or Zell Miller Grant Paid-Hours, plus, through FY2011, Accel Program Paid-Hours.

Hours for which HOPE/Zell Miller Grant funds were paid will be tracked starting with Summer Quarter 2003 except for hours for which a student received HOPE Grant payment prior to high school graduation and before Fall Quarter 2004. Hours for which Accel Program funds were paid will be tracked starting with Fall Quarter 2004.

Hours for which HOPE/Zell Miller Scholarship funds were paid will be tracked starting with Summer Quarter 2003.

If a student attempts 127 semester or 190 quarter hours at a combination of one or more post-secondary institute(s) before reaching the Combined Paid-Hours limit, he or she

is ineligible to receive further HOPE Scholarship payment.

For more information regarding HOPE and State Aid regulations, visit <https://www.gafutures.org/>.

## Eligibility Requirements - State Grants/Scholarships

- 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 <https://studentaid.ed.gov/sa/fafsa>.

Students who do not wish to be considered for federal student aid should complete an application for HOPE Grant/Scholarship funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: <https://www.gafutures.org/>.

HOPE will pay a portion of tuition. The remaining tuition, fees and books are not covered by HOPE.

HOPE Grant recipients must maintain a 2.0 cumulative grade point average at the check points of 30 and 60 credit hours. (HOPE Grant Limits and Checkpoints (p. 433))

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.

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.

## How to Apply for HOPE / State Aid Programs

All applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA). It is recommended that students file their FAFSA at least four

to six weeks prior to the date the funds will be needed for registration. The application is available on line at: <https://studentaid.ed.gov/sa/fafsa>.

Students who do not wish to be considered for federal student aid may complete an application for HOPE Grant/Scholarship funding. Click here for instructions for completing the HOPE application. This application may be completed electronically at: <https://www.gafutures.org/>. This electronic application will speed up the approval process, assuming that all eligibility requirements have been met. Students who decide not to apply electronically can download and print a paper application from the GSFC web site. This paper application must be mailed to GSFC for processing:

Georgia Student Finance Commission  
2082 East Exchange Place  
Tucker, GA 30084

All HOPE and State Aid Program regulations are available at <https://www.gafutures.org/>.

## 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:

- 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.

- 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.
- 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.
- 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.

## Additional Programs

### Foundation Scholarships

The Lanier Technical College Foundation, through donations from business, industry, civic organizations, and individuals, provides scholarships for deserving students who meet the specific criteria required. Scholarships may supplement federal and state grants and may be used for both direct and indirect costs associated with educational expenses incurred during the period awarded. The Lanier Technical College Foundation announces the availability of external scholarships as openings arise. Students should obtain Foundation administered scholarship applications from the Office of Financial Aid or from the Lanier Technical College website Foundation Scholarships. Lanier Technical College Foundation Scholarship applications will be reviewed and awarded by the Foundation Scholarship Committee. Please check the Lanier Technical College web site for semester deadline dates.

## 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.

## 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.

## Veterans and Eligible Dependents

### Utilizing Your GI Bill® Benefits

If you are an active-duty member or Veteran, a member of the National Guard or Reserves, or a qualified survivor or dependent, you may qualify for educational assistance through the VA. You may be able to determine your status through the link provided below:

<https://www.va.gov/education/eligibility/>

You may also speak with the VA directly at **1-888-442-4551**. They have counselors available to answer questions that are specific to your benefits and service information. Unfortunately, School Certifying Officials (SCO) do not

have the ability to determine eligibility, as they are not employed by the VA and do not have access to your records.

- After you have determined which benefits you will be using, you will need to complete the **Application for Education Benefits**. (Please allow time for processing—if you have not heard anything or received any documentation from them within 2-3 weeks, you will want to follow-up with their office, as sometimes there is additional documents that must be provided or completed): <https://www.va.gov/>
- **You will receive your "Certificate of Eligibility" (COE) from the VA directly.** Once you have this document, it is your responsibility to get LTC a copy. The VA does not provide the school with any information directly on your behalf. We must have that document on file in order to secure your schedule or get you certified \*depending on the benefits. If you have used education benefits in the past, we will also accept a screenshot/copy of your eBenefits Education Information in lieu of the COE.

#### **Make Returning The Coe To Ltc A Priority.**

- Once the SCO has received your COE, you will receive a corresponding packet of information specific to your chapter of benefits.
- Once you receive the packet, read it fully. Discuss any questions or concerns you have with the SCO. Then, return the last two pages—the "Contact Information Sheet" and the "Statement of Understanding".
- Once you have submitted those items, your file will be complete. If you make any changes to your information with Admissions after that, please be sure to contact the VA SCO as well.
- It is your responsibility to touch-base again with the SCO once you register for courses.

#### **What to do while you wait for your Certificate of Eligibility (COE) to arrive?**

1. Complete the Admissions Application to LTC. If the Admissions Office determines that you are an "Out-of-State" student, please provide their office with a copy of your DD-214 (member copy 4) for review. You may qualify for "military-out-of-state" status.
2. Complete the FAFSA (Free Application for Student Aid)—this will determine if the student is eligible for

state and/or federal aid, in addition to VA education benefits./

3. Submit a copy of your "Official Military Transcript" (if applicable), so that the Registrar's Office may fully review your transcripts for credit evaluation: <https://jst.doded.mil/jst/>

#### **Transferring Your Military Transcripts to LTC**

Veterans, reservists, service persons, etc. applying for VA Educational Benefits must provide Lanier Technical College with a copy of their DD-214--member copy 4 (if applicable), prior course completion certificates, official college transcripts from all previous colleges, and official military transcripts so that the transcripts can be evaluated.

**LANIER TECHNICAL COLLEGE IS UNABLE TO CERTIFY YOUR ENROLLMENT PAST THE SECOND SEMESTER UNLESS THE TRANSFER CREDIT PROCESS IS FINALIZED.**

To request your Official Military Transcript, please log-on to the Joint Services Transcript web-site at:

<https://jst.doded.mil/jst/>

- Select the OKAY button at the bottom of the screen.
- Press "Register" at the top and follow the steps.
- Create your unique User Name and Password.
- (Please note the special character requirements for the password).
- You will then "Request an Official Transcript" for "Lanier Tech".

If you have any questions or concerns, please feel free to contact the LTC SCO:

Shay Snow; 770-533-7022; <mailto:ssnow@laniertech.edu>

Office hours are typically Monday-Thursday 8:30am-6pm, Friday 8-12pm, and by appointment at all campus locations.

Lanier Technical College is a unit of the Technical College System of Georgia.

#### **Title 38**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while



payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to:
- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class. #Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

§3679. Disapproval of courses (a)(1) Except as provided by paragraph (2), any course approved for the purposes of this chapter which fails to meet any of the requirements of this chapter shall be immediately disapproved by the Secretary or the appropriate State approving agency. An educational institution which has its courses disapproved by the Secretary or a State approving agency will be notified of such disapproval by a certified or registered letter of notification and a return receipt secured. (2) In the case of a course of education that would be subject to disapproval under paragraph (1) solely for the reason that the Secretary of Education withdraws the recognition of the accrediting agency that accredited the course, the Secretary of Veterans Affairs, in consultation with the Secretary of Education, and notwithstanding the withdrawal, may continue to treat the course as an approved course of education under this chapter for a period not to exceed 18 months from the date of the withdrawal of recognition of the accrediting agency, unless the Secretary of Veterans Affairs or the appropriate State approving agency determines that there is evidence to support the disapproval of the course under this chapter. The Secretary shall provide to any veteran enrolled in such

a course of education notice of the status of the course of education. (b) Each State approving agency shall notify the Secretary of each course which it has disapproved under this section. The Secretary shall notify the State approving agency of the Secretary's disapproval of any educational institution under chapter 31 of this title. (c)(1)

Notwithstanding any other provision of this chapter and subject to paragraphs (3) through (6), the Secretary shall disapprove a course of education provided by a public institution of higher learning if the institution charges tuition and fees for that course for covered individuals who are pursuing the course with educational assistance under chapter 30, 31, or 33 of this title while living in the State in which the institution is located at a rate that is higher than the rate the institution charges for tuition and fees for that course for residents of the State in which the institution is located, regardless of the covered individual's State of residence. (2) For purposes of this subsection, a covered individual is any individual as follows: (A) A veteran who was discharged or released from a period of not fewer than 90 days of service in the active military, naval, or air service less than three years before the date of enrollment in the course concerned. (B) An individual who is entitled to assistance under— (i) section 3311(b)(9) of this title; or (ii) section 3319 of this title by virtue of the individual's relationship to— (I) a veteran described in subparagraph (A); or (II) a member of the uniformed services described in section 3319(b) of this title who is serving on active duty. (C) An individual who is entitled to rehabilitation under section 3102(a) of this title. (3) If after enrollment in a course of education that is subject to disapproval under paragraph (1) by reason of paragraph (2)(A), (2)(B), or (2)(C) a covered individual pursues one or more courses of education at the same public institution of higher learning while remaining continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at that institution of higher learning, any course so pursued by the covered individual at that institution of higher learning while so continuously enrolled shall also be subject to disapproval under paragraph (1). (4) It shall not be grounds to disapprove a course of education under paragraph (1) if a public institution of higher learning requires a covered individual pursuing a course of education at the institution to demonstrate an intent, by means other than satisfying a physical presence requirement, to establish residency in the State in which the institution is located, or to satisfy other requirements not relating to the establishment of residency, in order to be charged tuition and fees for that course at a rate that is equal to or less than the rate the institution charges for tuition and fees for that course for residents of the State. (5) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate. (6)

Disapproval under paragraph (1) shall apply only with respect to educational assistance under chapters 30, 31, and 33 of this title. (d) Notwithstanding any other provision of this chapter, the Secretary or the applicable State approving agency shall disapprove a course of education described in paragraph (14) or (15) of section 3676(c) of this title unless the educational institution providing the course of education— (1) publicly discloses any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and (2) makes each disclosure required by paragraph (1) in a manner that the Secretary considers prominent (as specified by the Secretary in regulations prescribed for purposes of this subsection). (e)(1) Notwithstanding any other provision of this chapter, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following: (A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates: (i) The date on which the Secretary provides payment for such course of education to such institution. (ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility. (B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title. (2) For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of this title. (3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate. (4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions: (A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance. (B) Submit a written request to use

such entitlement. (C) Provide additional information necessary to the proper certification of enrollment by the educational institution. Rule of Construction Pub. L. 115–407, title I, §103(c), Dec. 31, 2018, 132 Stat. 5370, provided that: "In a case in which an individual is unable to meet a financial obligation to an educational institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of such title [title 38] and the amount of such disbursement is less than anticipated, nothing in section 3679(e) of such title, as added by subsection (a), shall be construed to prohibit an educational institution from requiring additional payment or imposing a fee for the amount that is the difference between the amount of the financial obligation and the amount of the disbursement."

*Lanier Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies* : For nondiscrimination information, please contact Nancy Beaver, Title IX Coordinator, Lanier Technical College, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-7001 or nbeaver@lanietech.edu and Allison Haynes, Section 504 Coordinator, Lanier Technical College, 2535 Lanier Tech Drive, Gainesville, GA 30507, 770-533-7003, or ahaynes@laniertech.edu.

## 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 <https://gvs.georgia.gov/vocational-rehabilitation> 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).

## 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.

## Workforce Innovation and Opportunity Act (WIOA)

WIOA provides assistance to **adults** (18 and older), **youth** (ages 16-24), and **dislocated workers** (18+, currently on unemployment, laid-off from previous employer, etc.) who meet program criteria. HOPE and Pell funds must be used first to pay tuition and fees before WIOA funds will be used. WIOA may assist with supportive services such as books and supplies, transportation, and childcare. Information and assistance may be obtained by calling the following WorkSource Georgia offices:

**WorkSource Georgia - Georgia Mountains Regional Commission** at 770-538-2727 or check out the website at <http://www.gmrc.ga.gov/> Georgia Mountains serves those who live in Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White Counties.

**WorkSource Georgia - Northeast Georgia Regional Commission** at 706-369-5703 or check out the website at <https://negrc.org/> Northeast Georgia serves those who live in Barrow, Clarke, Elbert, Greene, Jackson, Jasper, Madison, Morgan, Newton, Oconee, Oglethorpe, and Walton counties.

**WorkSource Georgia - Atlanta Regional Commission** at 404-463-3327 or check out the website at <https://atlantaregional.org/>. Atlanta Regional serves those who live in Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry and Rockdale counties.

## 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.

### Coronavirus Pandemic:

- The grade of Z was given to students who withdrew from a course after the 60% point in the term due to COVID-19.
- The Z grade are not used in calculating a student's GPA, but are counted as coursework attempted.
- Students who earned a Z grade still had SAP calculated at the end of the Spring 2020 term.
- If suspension was calculated and they were on warning the previous term, then the student was automatically put on Warning for the next term of attendance.
- If suspension was calculated and they were on suspension the previous term, then the student was left on suspension.
- If suspension was calculated and they were on an academic plan the previous term, then the academic plan was automatically extended through summer 2020.

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.
18. State aid programs (HOPE) have program specific requirements regarding GPA. This minimum GPA requirement is in addition to maintaining the Satisfactory Academic Progress requirements as stated above. Students must earn a 3.0 GPA at all checkpoints in order to maintain eligibility for HOPE funding. Refer to the HOPE regulations for specific eligibility requirements.

## Appeals

### Regulatory Citation: 668.16

Students have the right to appeal the denial of financial aid. This appeal must be turned in through the student's BannerWeb account using our secure online portal. The appeal must contain a letter from the student explaining their extenuating circumstance and then provide documentation for why they are not meeting the standards of academic progress.

The Financial Aid Director will present the appeal to the Financial Aid Review Committee. This student will be notified, in writing, of the committee's decision.

### Financial Aid Review Committee

This institutional committee shall be appointed annually and will meet each term to serve as an appeals committee for students who request a hearing. This committee may include, but is not limited to, one faculty representative, one administrator, and one staff member, with the Financial Aid Director participating as a non-voting member.

### Academic Plans

Students' appeals can be approved and placed on an academic plan. An academic plan is where the committee places conditions on their appeal approval. For example, a student must maintain a C or better in their classes that semester and they cannot earn an F, W, WF, or I. The student must be able to be in good standing after the academic plan if followed correctly. If the student does not meet the conditions, then their financial aid is not approved for the following semester. Each academic plan must have an end date.

## 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.

## **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 <https://studentaid.ed.gov/sa/fafsa>.

#### **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.

## **Program Costs**

Financial assistance is available to those students who

complete the necessary paperwork and qualify. Students wishing to apply for financial aid are encouraged to do so prior to enrollment. Lanier Technical College offers several types of federal and state grants; however, we do not participate in the federal student loan program.

All applicants who are interested in receiving State aid (HOPE Program funding) and/or Federal aid (Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Federal Work Study program) are encouraged to complete the Free Application for Federal Student Aid (FAFSA). It is recommended that students file their FAFSA at least four to six weeks prior to the date the funds will be needed. The application is available on-line at: <https://studentaid.ed.gov/sa/fafsa>. Lanier Technical College's school code is 005254. Most of our diploma and degree programs are Pell eligible; however only a few of our certificate programs meet the eligibility requirements for federal aid. Please check with the Office of Financial Aid for a list of Pell approved programs.

Degree seeking students will be evaluated for HOPE/Zell Miller Scholarship eligibility upon acceptance into a degree level program. Students may also submit a request for HOPE Scholarship evaluation to the Office of Financial Aid. Please contact the Office of Financial Aid at 770-533-7019 with questions regarding HOPE Scholarship evaluation procedures.

Students must be accepted for admission to Lanier Technical College before financial aid eligibility can be finalized or awarded.

Please contact the Office of Financial Aid if you have questions regarding your financial aid eligibility. Students who have applied for financial aid are responsible for assuring that their financial aid files are complete prior to registration. If your financial aid awards have not been posted to your student account via BannerWeb prior to registration, please call 770-533-7022. Please remember that financial aid (HOPE, Pell) may not cover all charges/costs. Please be prepared for out of pocket expenses which may include tuition, fees, books, and supplies. Review the program cost information for approximate costs of books and supplies.

Students admitted as Special Admission (undeclared) will not be eligible to receive financial aid.

For additional fee information, please contact the program advisor.

There may be a late registration fee for students who register after Open Registration, or during Late

Registration. This is in addition to the costs that are given in the Lanier Technical College Program Costs list that follows.

List of Semester Programs and Program Costs

## 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.

## Institutional Refund Policy

Students withdrawing from a course by the end of the third instructional day of the term and no shows shall receive a 100% refund of applicable tuition (hours below the 15 hour tuition cap) and applicable refundable fees, excluding the application fee. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar. (Note: the first instructional day of a term is the day classes begin, which is not necessarily the first day of an individual student's schedule.)

Students who withdraw from a course after the third instructional day of the term shall receive no refund. Refunds are processed when a student withdraws from a course or the college, or is withdrawn from the college. The student is not required to request a refund.

Although there will be no refund of tuition and fees after the third instructional day, withdrawing students receiving Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV Policy as outlined in the College catalog.

Unexpected closure of the college (for example, due to inclement weather) that occurs during the refund period will be taken into consideration in the calculation of refunds.

Some courses may be cancelled due to low enrollment. In the event of a cancellation, a student may choose to change to an alternate course or may receive a refund. Refunds due to a course cancellation will be at one hundred percent (100%).

## 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.

## 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.

## Return of Title IV Funds Policy

When a Title IV recipient totally withdraws, Lanier Technical College must use the following steps to return Title IV aid:

1. Determine a student's withdrawal date.
2. Determine the amount of aid disbursed for the payment period.
3. Determine the amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.
4. Determine the percentage of Title IV aid the student earned by dividing the number of calendar days attended during the semester by the total number of calendar days in the semester.
5. Calculate amount of Title IV aid earned by the student by multiplying the above percentage by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

6. Determine if student is due a Post-withdrawal Disbursement or if Title IV aid must be returned. If the amount of Title IV aid earned is greater than the total of Title IV aid disbursed then subtract the Title IV aid disbursed for the payment period from the amount of Title IV aid earned. This is the amount of the post-withdrawal disbursement due. If the amount of Total Title IV aid disbursed is greater than the amount of Title IV Aid earned by the student, then subtract the amount of Title IV aid earned from Title IV aid disbursed for the payment period. This is the amount of Title IV aid that must be returned.
7. Calculate amount of unearned Title IV aid due from the college. Multiply institutional charges for the payment period times the percentage of Title IV aid unearned. Compare this amount to the amount of Title IV aid to be returned and enter the lesser amount.
8. Determine return of funds by college. The college must return the unearned aid for which the college is responsible by repaying funds to the appropriate sources.
9. Calculate initial amount of unearned Title IV aid due from student. Subtract the amount of Title IV aid due from the college from the amount of Title IV aid to be returned.
10. Determine return of funds by student.



# General Code of Behavior

## Acceptable Computer Use Policy

### Administrative, Library, and Computer Laboratory Workstations

- 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.
- 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.
- 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.
- 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.
- Computer laboratory workstations may be used only as directed by the instructor.
- 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.

## 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.

## Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990, as amended, and its implementing regulations provide that no qualified individual with a disability shall, on the basis of the disability, be excluded from participation in or denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity. It is the policy of Lanier Technical College to make reasonable accommodations to facilitate participation of people with disabilities in all programs, activities, and procedures. Reasonable accommodations will be made to the extent that these accommodations do not sacrifice or compromise the integrity of an educational program or lower the academic standards.

An individual with a disability who may require assistance or accommodation in order to participate in or receive the benefit of a service, program or activity, or who desires more information, may contact the Coordinator of Disability Services (ADA) at 770-533-7003.

### ADA Grievance Procedure

Lanier Technical College has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA) of 1990. Title II states, in part, "No qualified individual with a disability shall on the basis of the disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity."

## Procedures for Program/Service Complaints

1. Complete the Disability Services Grievance Form or write up the complaint in detail.
2. Make an appointment with the Coordinator of Disability Services or designee to submit the Grievance Form or written complaint and provide any additional clarifying information that may be needed.
3. Grievance Form or written complaint must be submitted to the Coordinator of Disability Services or designee within 30 calendar days after the complainant becomes aware of the alleged violation.
4. An investigation, as may be appropriate, will follow the filing of the Grievance Form or written complaint. The Coordinator of Disability Services or a designee will conduct the investigation. These procedures include informal, but thorough, investigations, affording all interested persons an opportunity to submit evidence relevant to the complaint.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Coordinator of Disability Services or designee and a copy will be forwarded to the complainant no later than 45 calendar days after receiving the Grievance Form or written complaint.
6. The Coordinator of Disability Services or designee will maintain the files and records of Lanier Technical College relating to the complaints filed.
7. The complainant may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request 110 for reconsideration should be made to the Coordinator of Disability Services or designee within 15 calendar days after receipt of the resolution.

### Complaints should be addressed to:

Allison Haynes  
Coordinator of Disability Services  
770-533-7003  
Lanier Technical College  
2535 Lanier Tech Drive  
Gainesville, GA 30507  
ahaynes@laniertech.edu

### Unresolved complaints should be addressed to:

Nancy Beaver  
Vice President for Student Affairs

770-533-7001

Lanier Technical College  
2535 Lanier Tech Drive  
Gainesville, GA 30507  
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.

## Campus Police

### The Campus Police Staff and Services

The Lanier Technical College Police Department consist of sworn certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness. Officers patrol the campus Monday – Thursday 7:00 am – 11:00 pm and Friday 07:00 am – 12:00 pm. Police and Security Officers provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. All Lanier Technical College Police Officers are certified and have full arrest powers.

The Lanier Technical College Police Department also provides unarmed Security Service Officers (SSOs) to assist with security in buildings and around campuses. The SSOs are serving as the eyes and ears of the Lanier Technical College Police Department. The SSO's do not have arrest authority.

The Campus Police Department has the primary responsibility of the Emergency Management function at Lanier Technical College.

### Officers' Jurisdiction

According to Georgia state law, O.C.G.A. 20-4-39, Campus Policemen and other Security Personnel who are regular employees of the Technical College System of Georgia shall have the power to make arrests for offenses committed upon any property under the jurisdiction of the Technical College System of Georgia and for offenses

committed upon any public or private property within 500 feet of such property.

All LTC police officers have the power of arrest and the authority to enforce all state laws. If an offense occurs within the officers' jurisdiction, they can leave this area to pursue an offender.

### **Training of Police Officers**

All LTC law-enforcement personnel receive a minimum of 20 hours of law enforcement training annually. Training includes the use of force, firearms qualifications, de-escalation, and community relations. Additional training such as legislative updates, first aid, AED and CPR are also provided. Several members of the department belong to professional police organizations and are certified instructors.

### **Reporting Campus Crimes and Emergencies [668.46(b)(2)]**

All crimes and emergencies should be promptly reported to the Lanier Technical College Police Department at 678-410-4139 or 770-533-6912. Reporting crimes is voluntary. Lanier Technical College has taken measures to ensure the safety and security of the campus community; however, the campus environment is not immune from criminal incidents that occur in the surrounding community. The College takes great pride in ensuring the campus community is one where students, faculty, staff, and visitors can work, study, live, and enjoy all that Lanier Technical College has to offer. Ultimately, it is up to each of us to be aware of our surroundings and use reasonable judgment while on campus or attending a College function. It is also up to each of us to report any incident we may feel is suspicious, against College policy or a threat to another individual.

### **On Duty Police Officer Phone Numbers**

For Immediate Response from the Police Officer on Duty or Safety Escort:

Hall Campus:	678-410-4139 (24 hours)
Barrow Campus:	678-617-0849
Dawson Campus:	678-859-2891
Forsyth Campus:	678-283-1483
Jackson Campus:	678-859-2329

**Telephone.** To Contact the Lanier Technical College Police Department dial 678-410-4139 or 770-533-6912. The number is monitored 24/7.

**Text.** To Text the Lanier Technical College Police Department text message to 678-410-4139. The number is monitored 24/7.

**Email.** For non-emergency questions, comments or concerns, email [ltcpolice@laniertech.edu](mailto:ltcpolice@laniertech.edu)

**Emergency phones** (All Campuses). Emergency phone calls may be made from any administrator's desk phone with permission. To contact campus police, dial extension 6912

**Emergency Call Boxes.** Emergency Call Boxes are located in the parking lots of the Hall County Campus and dial directly to the Lanier Technical College Police Department.

**In Person** (Hall County Campus). The Lanier Technical College Police Department headquarters is located on the Hall County Campus in the Breeden/Giles Building in the main lobby, 2535 Lanier Tech Drive, Gainesville, GA 30507. A Police Substation is located on the Lanier Technical College Forsyth, Dawson, and Barrow Campuses.

**Response to Reports of Crimes.** Calls for service and reports of crime will receive a response from a police officer to the scene. The officers make arrests when appropriate. Campus Police investigators will investigate a report when it is deemed necessary by the Chief of Police. The department forwards incident reports involving students to the Vice President of Student Affairs for review and potential action by Student Affairs. Additional information obtained via the investigation will also be forwarded to the Vice President of Student Affairs. Campus Police will contact local or state, law enforcement agencies, as appropriate if further assistance is required to respond to reported incidents.

## **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.

## Code of Conduct

### 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 Personal Appearance: Refer to Lanier Technical College Dress Code Policy. (p. 472)

### 3. Use of Technical College Property

- a. **Theft and Damage:** prohibits theft of, misuse of, or harm to Technical College Property, or theft of or damage to property of a Member of the Technical College Community or a campus visitor on Technical College Premises or at a Technical College function.
- b. **Occupation or Seizure:** occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. **Presence on Technical College Premises:** prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours; or furnishing false information to gain entry upon Technical College Premises.
- d. **Assembly:** prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to Technical College facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the Technical College.
- e. **Fire Alarms:** prohibits setting off a fire alarm or using or tampering with any fire safety equipment on Technical College Premises or at Technical College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, Students must evacuate the building unless otherwise directed by a Technical College Official.
- f. **Obstruction:** obstruction of the free flow of pedestrian or vehicular traffic on Technical College Premises or at Technical College sponsored or supervised functions. Refer to Lanier Technical College Parking Policy and Regulations.

4. Drugs, Alcohol and Other Substances - Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).
- a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic Beverages may not be served or sold at any Student sponsored function. Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a technical college-owned vehicle is prohibited.
  - b. Controlled substances, illegal drugs and drug paraphernalia: The Technical College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
  - c. Food: The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Technical College Officials.
  - d. Tobacco: The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Lanier Technical College Tobacco Policy.
5. Use of Technology
- a. Damages and Destruction: Destruction of or harm to equipment, software, or data belonging to the Technical College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on Technical College computers, tampering with computer hardware or software configuration, improper access to the Technical College's network, and disconnection of Technical College computers or devices.
  - b. Electronic Devices: Unless otherwise permitted by Technical College officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional event, or affiliated facilities on Technical College Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The Technical College also prohibits attaching personal electronic devices to college computers under any circumstances.
  - c. Harassment: The Technical College prohibits the use of computer technology to harass another student or Technical College Official with obscene, harassing or intimidating messages, communications, jokes, or material.
  - d. Unacceptable Use: Use of computing facilities to interfere with the work of another Student or Technical College Official. This includes the unauthorized use of another individual's identification and password. Lanier Technical College prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.
6. Weapons - The Technical College System of Georgia [TCSG] and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in the TCSG System Office or on any technical college campus shall be governed by Georgia state law. All individuals are expected to comply with the related laws. (Policy II.C.10).
7. Gambling - The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on Technical College premises or at Technical College sponsored or supervised activities.
8. Parking - The Technical College prohibits violation of Lanier Technical College regulations regarding the operation and parking of motor vehicles on or around Lanier Technical College Premises.
9. Financial Irresponsibility - The Technical College prohibits the theft or misappropriation of any

Technical College, Student Organization or other assets.

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

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

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

13. Violation of Law

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

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

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

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

- a. Failure to obey the notification of the Vice President for Student Affairs of the Technical College President's designee, Hearing Body, Appellate Board or Technical College Official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Initiating a judicial proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
- f. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.

#### VII. RECORD RETENTION:

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

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:

- a. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
- b. Business days: weekdays that the technical college administrative offices are open.
- c. Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
- d. 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.
- e. 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.
- f. 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".

- g. Student Organization: any number of persons who have complied with the formal requirements for Lanier Technical College recognition.
- h. Technical college: any college within the Technical College System of Georgia.
- i. Lanier Technical College official: any person employed by Lanier Technical College, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
- j. 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:

- Student Code of Conduct Complaint Form
- Disciplinary Sanction Appeal Form

#### VI. Procedure:

- a. Filing a Complaint
  - i. 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.
  - ii. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the Lanier Technical College president.
  - iii. Investigation and Decision
    1. 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.

2. The student shall have 5 business days from the date contacted by the Vice President Student Affairs or Lanier Technical College president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or Lanier Technical College president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or Lanier Technical College president's designee will consider the available evidence without student input and make a determination.
  3. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
  4. If the 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:
- i. 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.
    1. 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.
    2. 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.
    3. 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.
    4. 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.
    5. 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.
- ii. 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.
1. 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.
  2. 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.
  3. 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.
- iii. Violation of Federal, State, or Local Law
1. 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.
  2. 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.
  3. 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.
- iiii. 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.

iiii. Conditions of Disciplinary Suspension and Expulsion

1. 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.
  2. 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.
  3. 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.
  4. 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

- i. 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.
- ii. 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.
- iii. 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.

iii. 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.

iiii. 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.

iiiii. 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.

iiiii. 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.

## Drug and Alcohol Prevention Awareness Plan

In order to comply with the 1989 Amendments to the Drug-Free Schools and Communities Act, Lanier Technical College has created a drug and alcohol awareness program to be reviewed annually by a Drug and Alcohol Task Force Committee.

### Operational Plan

This plan will outline programs and activities associated with Drug and Alcohol Awareness endeavors throughout the year, with specific communication to students, faculty, and staff during fall and spring semesters, which reviews the dangers of drugs and alcohol, policy, procedure, student conduct and state and local actions. The plan will review the enforcement and disciplinary sanction imposed on violators of the college's drug and alcohol policies. An annual review will determine whether these enforcement efforts and sanctions were applied in a consistent manner.

### Committee Members

- Vice President Student Affairs
- Chief of LTC Police
- Special Populations Coordinator
- Vice President Administrative Services
- Student Navigator

### Goals for LTC Drug and Alcohol Plan

To support a culture and atmosphere free from alcohol and

other drug use and abuse on the campus community

To develop and disseminate information for the members of the campus community regarding alcohol and other drug issues for the purpose of awareness, education, and prevention

To make the campus community aware of the availability of alcohol and other drug intervention services such as counseling, referral to in-patient and out-patient treatment, and provide ongoing support for students, faculty, and staff

Achievement of these goals are measured by student awareness rates, sponsored drug and alcohol awareness events, activities and campaigns, as well as knowledge of drug and alcohol dangers. Students will be provided surveys during specific times during the semester most notably at Student Involvement events. Additionally, surveys indicate that students are knowledgeable of counseling and support services, which are perceived as valuable assets.

### **Drug Free Schools and Communities Act**

Each spring and fall notifications will be sent to students via student email communication.

Lanier Technical College is a drug-free campus. The faculty and staff at Lanier Technical College are concerned about the growing pattern of drug and alcohol abuse in our society today. Lanier Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. Lanier Technical College will comply with all pertinent local, state, and federal laws and regulations and is eager to join other educational facilities in this national effort to combat drug and alcohol abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug Free Schools and Communities Act of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

Under the terms of this act, colleges must annually distribute in writing to each student the following:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school's property or as part of any of the school's

activities

- Descriptions of applicable legal sanctions under state, local, and federal law
- Description of health risks
- Description of available counseling, treatment, rehabilitation, or re-entry programs
- Clear statement that the school will impose sanctions for violation of standards of conduct and a description of sanctions

### **Standard of Conduct**

Students of Lanier Technical College are guaranteed all of the rights, privileges, and freedoms granted to a citizen of the United States. In addition, they are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolled at Lanier Technical College assume a citizen's responsibility to abide by federal, state, and local laws. Violations of statutory laws or of Lanier Technical College student conduct regulations or other Technical College System of Georgia policies, rules and regulations may lead to disciplinary actions by Lanier Technical College. These regulations do not deny any previously guaranteed rights and privileges, but ensure a pleasant educational environment for all Lanier Technical College students.

Technical College students assume an obligation to act in a manner compatible with the fulfillment of the College mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Lanier Technical College establishes a comprehensive Student Code of Conduct.

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

### **Proscribed Conduct**

Any student found to have committed the following drug and/or alcohol misconduct is subject to disciplinary sanctions by the college if the student is found in violation

of the following as per the published Student Code of Conduct. In addition, allegations of drug and/or alcohol violations may include investigation and possible prosecution by local, state, or federal laws. The Student Code of Conduct lists the following as violations:

1. Alcohol. Use, possession, or distribution of alcoholic beverages (except as expressly permitted by College regulations), and/or public intoxication on College's premises or at off-campus activities sponsored by the College. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age or any violation the Drug-Free School and Alcohol Prevention Policy.
2. Use of Tobacco Products. Lanier Technical College is a tobacco free environment. Use of tobacco products is limited to student and employee vehicles.
  - 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.
3. Controlled Substances. Use, possession, manufacturing, or distribution of narcotics, or other controlled substances, and/or related paraphernalia except as expressly permitted by law or any violation of the Drug-Free School and Alcohol Prevention Policy.

In addition, no student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including immediate suspension and/or expulsion from the College. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall be considered for immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

### **Possible Penalties and Sanctions**

Appropriate action will be taken in all cases in which students, faculty or staff are determined to be in violation

of the Drug-Free Schools and Communities Act Amendments of 1984, as implemented by college policy.

### **Employees**

All new employees are advised of TCSG Policy 4.8.1. (III.O.1) Drug-Free Workplace and sign an acknowledgement statement indicating they have been made aware of the policy <https://tcsge.edu/tcsgpolicy/files/4.8.1.pdf>. Further Information is made available to employees and supervisors pertaining to the dangers of drug or alcohol abuse in the work place along with options for counseling or other employee assistance through the ESPYR, the state of Georgia's employee assistance program provider.

An annual notice will be sent to all employees of the college's Drug and Alcohol Prevention Program and employee assistance program services available if needed.

### **Students**

Any alleged violation of the acts, as implemented by this policy, by a student of the College will be reported through appropriate faculty or administrative channels to include campus police. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action taken through the Behavioral Intervention Team and/or VP of Student Affairs or his/her designee. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

- Warning
- Reprimand
- Probation
- Mandatory participation in and satisfactory completion of a drug/alcohol abuse program, counseling, or rehabilitation program to include completion of AlcoholEdu
- Suspension for up to one year
- Referral for prosecution
- Expulsion
- Other appropriate disciplinary action(s)

The Technical College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after

receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary following investigation and review.
- Provide such student with a descriptions of any local or community drug or alcohol treatment facilities, counseling, rehabilitation, or re-entry programs that are available for such purposes and may be mandated by a federal, state or local health, law enforcement, or other appropriate agency.

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

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling, rehabilitation, and assistance programs.
- Notification that severe penalties will be imposed upon students for drug and alcohol use and/or abuse violations occurring on campus, off-campus classes or activities sponsored by the college as those violations adversely affect the Technical College community or the pursuit of its objectives.
- Technical College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects the Technical College Community and/or the pursuit of its objectives.

Students in a number of classes each term will be required to complete the learning platform, AlcoholEdu, to learn how to make good decisions regarding alcohol consumption. In addition, mandate students seeking counseling or treatment for drug or alcohol use that impairs the success of daily living will also to participate in this learning platform. This learning platform is also available to any interested student as well. The learning objectives of AlcoholEdu include:

- Abstainers will continue to choose not to drink
- Drinkers will more often choose not to drink any alcohol or intentionally limit alcohol intake
- When making the decision to consume alcohol,

students will take steps to keep their blood alcohol levels in a safe range by actively monitoring intake and extend time element between drinks

- Students will help protect another person who has had too much to drink from dangerous situations in which his/her judgment has become impaired
- Students will attempt to help a friend who might have a problem with drugs and alcohol to include referral to counseling or treatment program
- Students will make informed decisions to avoid using marijuana and other drugs.

Concerning potential health risks, students should be aware that according to the National Institute of Drug Abuse (NIDA), the National Institute of Health (NIH), and other sources, drug and alcohol use might have a wide range of short- and long-term, direct, and indirect effects. Even after one use, short-term effects can cause alterations in appetite, the ability to sleep, slower or faster heart rate, dizziness, changes in blood pressure, behavior, and mood. Extended use over time or even an isolated incident of overindulgence can cause greater health risks to include heart attack, stroke, seizures, disorders of internal organs, and short-term psychosis. In other cases, extreme use of drugs or alcohol can lead to unintentional overdose and possible death. Long-term use of Drug and Alcohols may include heart and/or lung disease, certain cancers, liver disease, mental illness or mental disorders, hepatitis and other health concerns to include an increased chance of dependency or addiction. In addition, use of drugs and alcohol can impair good decision-making skills, which could lead to the contraction of AIDS, HIV or sexually transmitted diseases due to risk-taking behaviors. The risk for impulsivity, trauma, violence, injury, and risky behaviors may be enhanced due to impaired judgment. In addition, the use of drugs and alcohol may contribute to short- and long-term changes in brain activity that affects mood, impulsivity, memory, stress, and the ability to learn new material and acquire new skills. This may adversely affect a student's educational success and career opportunities. Even when drug and alcohol use is eliminated or reduced, those changes may become permanent. Last, the use of drugs and alcohol may adversely affect babies born to women who use drugs and alcohol while pregnant or while breastfeeding.

There are several options for the treatment of Drugs and Alcohol addiction or abuse to include assessment and evaluation services, intervention services, in-patient and outpatient treatment centers, counseling, 12-step recovery programs, partial hospitalization options, group therapy,



and community support groups. In addition, a variety of referrals to outside agencies is available. Students may call 770-533-7005 or email [kregister@LanierTech.edu](mailto:kregister@LanierTech.edu) to make an appointment.

### **Lanier Technical College Events and Activities and Awareness Campaigns**

As a campus community effort, LTC will launch a continuous multi-media campaign on all campus locations to inform students about the use, dangers, long-term and short-term effects of drug and alcohol use to include:

- Information in the LTC College Catalog
- Information in the Student Resource Guide
- Drug and alcohol awareness information and resources on the campus website
- An electronic and social multimedia campaign to increase student knowledge and awareness of drug and alcohol prevention.

### **Resource Fair**

An annual event that brings in community providers for wellness, drug and alcohol prevention and rehabilitation programs. To be conducted during Fall Semester.

### **Ongoing Alcohol EDU Learning Platform**

AlcoholEdu is an online learning platform to educate and motivate students to use alcohol safely in order to establish a lifelong pattern of moderation in drinking or abstaining and recognize harmful behaviors associated with drinking and drug use. The goal is to educate students in making good decisions regarding alcohol, set limits on the number of drinks, understanding the amount of alcohol in the standard drink, stop drinking at a predetermined time, and choose to consume less alcohol overall. Information on participating in this learning platform will be placed on the website.

### **Drug and Alcohol Awareness Lunch and Learn Sessions**

During fall term, a designated Lunch and Learn session will held featuring alcohol and drug awareness. Flyers and educational materials will be distributed to raise awareness of the event.

### **Ongoing Drugs and Alcohol Material Distribution**

Provide literature, brochures, and educational information on all campus locations throughout the year. Informational

leaflets on the dangers of drug and alcohol use will incorporate information on counseling services provided by ESPYR.

### **Student Awareness Assessment**

LTC will conduct periodic assessments to determine the effectiveness of the Drug and Alcohol Awareness Prevention strategies. Assessments will occur at both on campus events and in the annual LTC Student Satisfaction survey.

### **Conclusion**

Lanier Technical College is committed to maintaining a learning environment which protects our students, staff, and visitors from unsafe and unhealthy influences while on our Campuses. Factually, the use/abuse of alcohol and other drugs also increases the risk for behavioral and social problems and can create a negative impact on academic work performance and relationships with co-workers, classmates, family, and friends. Conduct problems result in disciplinary action, loss of employment or dismissal from academic classes and programs. The laws of the state of Georgia and the policies of the Technical College System of Georgia prohibit the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on LTC's campuses, while conducting College business or as part of College sponsored activities or events. By keeping our Campus Community apprised and informed of current laws and policies, as well as the effects of drugs on social and physical health, LTC continues its commitment in cultivating a secure environment for our students, staff, and visitors.

We invite you to visit the SAP website at [www.espyr.com](http://www.espyr.com) and enter **lanier** as your password. The website is an easy to use resource offering assessments, videos, quizzes, courses, articles, calculators, and much more. You may even confidentially request SAP services from the site.

## **Drug Free Schools and Communities Act**

Lanier Technical College is a drug-free campus. The staff at Lanier Technical College is concerned about the growing pattern of drug and alcohol abuse in our society today. Lanier Technical College is doing its part to curb this usage and to educate our staff and students about the associated dangers. Lanier Technical College will comply with all pertinent laws and regulations and is eager to join other educational facilities in this national effort to combat

drug abuse. National and state certifications of intent to comply with these laws in order to continue to receive funds for financial assistance have been submitted.

The Federal Drug Free Schools and Communities Act of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students.

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense, the student shall minimally be suspended for the remainder of the semester and forfeit all academic credit for that period.

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

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

- Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

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

- The dangers of drug and alcohol abuse on the campus and elsewhere.
- Any available drug and alcohol counseling,

rehabilitation and assistance programs.

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

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

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

RELATED AUTHORITY: O.C.G.A. § 20-4-11 – Powers of the Board O.C.G.A. § 20-4-14 – TCSG Powers and Duties 34 C.F.R. § 86 20 U.S.C. § 1101i 20 U.S.C. § 1091(r) U.S. Department of Education's Higher Education Center for Alcohol and other Drug Prevention: Attachment: 6.7.3a. Compliance Checklist Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

**Note:**

We invite you to visit the SAP website at [www.espyr.com](http://www.espyr.com) and enter **lanier** as your password. The website is an easy to use resource offering assessments, videos, quizzes, courses, articles, calculators, and much more. You may even confidentially request SAP services from the site.

If you are interested in learning more about alcohol education visit AlcoholEdu using the link below.  
[www.everfi.com/login](http://www.everfi.com/login)  
 Registration code: 339a3955

## 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.

## 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

## Firearms, Weapons, and Explosives

### Policy: 3.3.10 (II.C.10)

Revised: August 7, 2014

Last Reviewed: October 30, 2017

Adopted: September 2, 2010

### Policy:

The Technical College System of Georgia [TCSG] and its associated technical colleges are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in the TCSG System Office or on any technical college campus shall be governed by Georgia state law. All individuals are expected to comply with the related laws.

### Related Authority:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

O.C.G.A. § 16-8-12(a)(6)(A)(iii)

O.C.G.A. § 16-7-80

O.C.G.A. § 16-7-81

O.C.G.A. § 16-7-85

O.C.G.A. § 16-11-121

O.C.G.A. § 16-11-125.1

O.C.G.A. § 16-11-126

O.C.G.A. § 16-11-127

O.C.G.A. § 16-11-127.1

O.C.G.A. § 16-11-129

O.C.G.A. § 16-11-130

O.C.G.A. § 16-11-133

O.C.G.A. § 16-11-135

O.C.G.A. § 16-11-137

O.C.G.A. § 43-38-10

## Model Student Conduct Codes

View the policy here.

## 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: <https://gbi.georgia.gov/georgia-sex-offender-registry>

## Reporting of Criminal Actions and 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.

## 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
<b>Laurelwood</b> - (Mental Health Services at Northeast Georgia Medical Center)	770-219-3800
<b>HALT Club</b> - (Twelve Step Program)	770-534-3777
<b>National Clearinghouse for Drug and Alcohol Information</b>	1-800-729-6686
<b>United Way 2.1.1 Helpline</b>	770-534-0617

## Statistics of Reported Crimes

At Lanier Technical College, the safety and well-being of our students, faculty, and staff is always a top priority. In addition to support of various publics, many people are involved in keeping our campus safe and secure. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. .

### Campus Public Safety

We at Lanier Technical College strive to provide a safe and

secure educational environment for our students, faculty, and staff. Lanier Technical College has its own Police Department.

The Lanier Technical College Police Department consist of sworn certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness. Officers patrol the campus Monday – Thursday 7:30 am – 10:30 pm and Friday 08:00 am – 12:00 pm. Police and Security Officers provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. All Lanier Technical College Police Officer are certified and have full arrest powers.

Lanier Technical College Police Department also provides unarmed Security Service Officers (SSOs) to assist with security in buildings and around campuses. The SSOs are serving as the eyes and ears of the Lanier Technical College Police Department. The SSO's do not have arrest authority.

The Campus Police Department has the primary responsibility of the Emergency Management function at Lanier Technical College.

Lanier Technical College adheres to and supports "20 U.S.C. 1092 (f) Disclosure of campus security policy and campus crime statistics" also known as the "The Clery Act". This law mandates that Colleges and Universities receiving Federal Aid report on campus crimes every October. Furthermore, the law requires that this information be available to students.

Lanier Technical College publishes The Annual Safety and Security Report each year. A copy may be found on the College Website. It is always available to students, faculty, and staff. Additionally, the crime statistics are available on the College website ([www.laniertech.edu](http://www.laniertech.edu)), in the college Catalog and Student Handbook, and in the Police Department.

Any questions or concerns related to safety and security should be reported to the Police officer on duty or the Police Chief at 770-533-6912, between the hours of 8 a.m. and 11 p.m., Monday through Thursday, excluding holidays. To report any incident or crime on campus, call 678-410-8339. This number is monitored 24/7.

### General Information

Campus Police is equipped to handle any and all emergencies that occur on campus. This includes, but is not limited to, domestic situations, student misconduct, traffic flow, etc. Campus Security is also available for

personal meetings with students, faculty, and staff, or others that have a need for law enforcement or related advice.

### Crime Statistics

The Campus Police will disclose any crime report made directly to any local or state law enforcement agency by a member of the campus community. Annual statistics are also collected from the Campus Police, the Office of Student Affairs, and Campus Security Authorities on campus and distributed by October 1, of each year in the publication "Lanier Technical College Annual Security and Safety Report." Three years of Crime Data may be found in this report at [www.laniertech.edu](http://www.laniertech.edu) under the Public Safety/Campus Police Heading.

### Health Emergency Procedure

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

- Contact the Campus Police at 678-410-4139
- Notify the closest administrative office of the medical emergency.
- The appropriate administrator will assess the situation and
  - Contact the Campus Police at 678-410-4139
  - Call for emergency assistance if such action is warranted.
  - If the situation is not life threatening, or in the opinion of the administrator, the person with the emergency can make rational decisions, appropriate action will be taken in conjunction with the victim.

### Health, Safety, and Physical Operation Plans

The Emergency Operations Plan and the Business Continuity Plan are available to students by visiting the Police Department or calling the Chief of Police at 770-533-6912.

## Student Grievances

#### 1. 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.

#### 2. APPLICABILITY:

All technical colleges associated with the Technical College System of Georgia, including Lanier Technical College.

#### 3. RELATED AUTHORITY:

Procedure: Unlawful Harassment and Discrimination of Students

#### 4. 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.

#### 5. ATTACHMENTS:

None

6. PROCEDURE:

- a. Informal Grievance Procedure: Student complaints should be resolved on an informal basis without the filing of a formal grievance.
  - i. 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.
  - ii. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.
- b. Formal Grievance Procedure: where a student cannot resolve their complaint informally, they may use the formal grievance procedure.
  - i. 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:
    - 1. Name,
    - 2. Date,
    - 3. Brief description of incident being grieved,
    - 4. Remedy requested
    - 5. Signed, and
    - 6. Informal remedy attempted by student and outcome
  - ii. If the grievance is against the VPSA, the student shall file the grievance in the office of the technical college president.
  - iii. The VPSA, or his/her designee, will investigate the matter and supply a written response to the student within 15 business days.
  - iiii. 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.

- iiii. If the grieved incident is closely related to an incident being processed through the disciplinary procedure or harassment/discrimination procedure, the disciplinary or harassment/discrimination procedure will take precedence and the grievance will not be processed until after the disciplinary or harassment/discrimination procedure has run its course.
- iiiii. The VPSA, or his/her designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
- c. Appeal of Staff Response: If a student is unsatisfied with the response from the VPSA, the student may appeal the decision to the President of the college. Only the student has the right to appeal.
  - i. A student shall file a written appeal to the President within 5 business days of receiving the response referenced in VI.B.3.
  - ii. 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.
  - iii. At the President of the college's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
    - 1. The President may review the information provided by the student and administration and make the final decision; or
    - 2. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
    - 3. 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.
    - 4. Whichever process is chosen by the President, the decision of the grievance appeal is final.

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

#### 7. 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.

## Student Responsibilities and 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.

## Student Responsibility

Students are encouraged to be responsible for their own safety and the safety of others. The cooperation, involvement, and personal support of students in a campus safety program are crucial to the success of the program. Students must assume responsibility for their own personal belongings by taking simple, common sense precautions. Keys should be carried at all times and never lent to others. Cars should be parked in lighted areas and kept locked at all times. Valuables should be concealed.

A Student accepts full responsibility to pay all tuition, fees and other associated costs assessed as a result of registration for a class or receipt of educational service at Lanier Technical College.

If a Student registers, then drops or withdraws from some or all of their classes they remain responsible for paying all or a portion of tuition and fees in accordance with the Lanier Technical College published tuition refund schedule. Failure to attend class or receive a bill does not absolve a Student of their financial responsibility as described above.

## 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.

## 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:

- 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.

\*\*For documented medical reasons, the administration is authorized to approve exceptions to the above requirements.

## Title IX Sexual Harassment Policy

View the policy here.

### Unlawful Harassment and Discrimination of Students

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation. All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America. All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal. Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

#### II. APPLICABILITY:

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

#### Definitions:

**Unlawful Harassment (Other Than Sexual Harassment):** unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion,



gender, national origin, age, genetic information or disability and which:

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or
2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance. Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format. Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

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

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to: Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks

or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

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

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

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

**Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

**Employees:** any individual employed in a full or part time capacity in any TCSG work unit or technical college.

**Visitor:** any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

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

**President:** the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

**Human Resources Director:** the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

**Local Investigator:** the individual(s) at the technical college who is responsible for the investigation of an

unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

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

**Title IX Coordinator:** an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

**Section 504 Coordinator:** an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs

## Procedure:

### 1. Administration and Implementation

- a. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.
- b. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity.
- c. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type

of unlawful discrimination or harassment.

- d. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.
- e. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format); individuals who report sexual violence, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

### 2. Reporting and Management Action

- a. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation ("prohibited conduct") against themselves or others.
- b. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.
- c. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
- d. Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college

must inform the student if the request cannot be granted.

- e. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
- f. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence or unlawful retaliation may be reported to the technical college's Title IX or Section 504 Coordinators, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to [unlawfulharassment@tcsge.edu](mailto:unlawfulharassment@tcsge.edu).
- g. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.
- h. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in section 6 above.
- i. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
- j. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
- k. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

### 3. Investigations

- a. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
- b. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
- c. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.
- d. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.
- e. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence and/or unlawful retaliation has occurred.
- f. Investigations and summary findings will be documented appropriately.

- g. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously be provided the results in writing.
- h. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

#### 4. Corrective Actions

- a. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
- b. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.
- c. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to either the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.
- d. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, unlawful harassment, sexual violence or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, sexual violence or retaliation.

#### 5. Reviews and Dispositions

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

- b. The president shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
- c. Within 10 business days of receiving a request for a review of the investigative findings, the president of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within 3 business days by regular mail or email to one of the following:

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

# Registration

## 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 Bannerweb.

Students who add a course are responsible for any additional tuition and fees.

## 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.

## Change of Name or Address

Students should inform the Office of Student Affairs of any change in name, address, phone number, or status. Change Forms are available in the Office of Student Affairs. If such changes are not reported, students may not receive grade transcripts, various announcements, etc.

## 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.

## 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 Bannerweb. This deadline is strictly enforced. A student who drops a course before the end of the third instructional day will be due a refund (see Institutional Refund Policy (p. 447)).

## FERPA / Directory Information

### Annual FERPA Notification

#### Information about Student Records

#### **Notification of Student Rights Provided by the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) provide certain rights to students with respect to their educational records. Those rights are as follows:

#### **The right to inspect and review the educational record within 45 days of the day the College receives a request for access.**

Students should submit a written request to the Office of Student Affairs identifying the records(s) they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. Lanier Technical College provides web access to some student records through BannerWeb provided the student has an up to date username and password. Inspection of paper documents may be accomplished by contacting Student Affairs and setting up an appointment.

#### **The right to request amendment of the**

**educational record if the student believes the record is inaccurate or misleading. Students may ask the College to amend a record believed to be inaccurate or misleading.**

The student should submit the written request to the Registrar's Office and clearly identify the part of the record that is believed to be inaccurate or misleading. \*This does not include issues such as grade appeals. The student should specify why the information is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified on the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, or support staff position (including the Lanier Technical College Police Department). Additionally, a person or company with whom the College has contracted is considered a school official for this purpose; i.e. the College Attorney, an auditor, collection agent, Board of Trustees member, student serving on an official committee, student assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

**The right to file a complaint with the United States Department of Education concerning alleged failure of the College to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is the Family Compliance Office, United States Department of Education, 400 Maryland Avenue, SW., Washington DC 20202-5920

**Directory Information**

FERPA permits institutions to identify certain items of

information as "directory information." This information may be released upon request unless the student has indicated, in writing to the Registrar's Office, that he or she does not wish directory information be released.

Directory information at Lanier Technical College includes:

- Name
- Dates of Enrollment
- Major
- Degree, Diploma, or Certificate Conferred, Including Dates Conferred
- Participation in official sports and activities
- Height and weight of athletic team members

Students may withhold directory information by notifying the Office of the Registrar at registrar@laniertech.edu. The email should be sent from the student's LTC email account and should include:

- Student's full name
- LTC student ID number
- The sentence "Please restrict my records and do not provide directory information."

According to FERPA, the College may release information without the student's written consent to the following:

- School officials, as identified by the College, determined by the College to have a legitimate educational interest in the student information
- Officials of other institutions to which the student seeks enrollment
- Persons or organizations providing financial aid to the student or determining financial aid decisions
- Accrediting organizations carrying out their accrediting functions
- A parent of a student who has established that the student is a dependent according to the IRS Code of 1986, Section 152
- Persons in compliance with a judicial order or a lawfully issued subpoena
- Persons in an emergency situation, if the knowledge

of the information is necessary to protect the health or safety of the student or other persons.

### **Information to Military Recruiters**

The Solomon Amendment to FERPA requires the College, upon request, to provide "student recruiting information" on any currently enrolled student who is at least 17 years old to any branch of the armed services. "Student recruiting information" is defined by federal law as name, address, telephone numbers, age or date of birth, class level, degrees received, major, most recent educational institution attended. Recruiters must submit their requests in writing to the Records Office.

**Questions regarding Lanier Technical College's compliance with FERPA may be directed to the Office of Student Affairs.**

### **Full-Time Student Status**

A student must be registered for a minimum of 12 semester credit hours to be considered a full-time student.

### **Georgia Open Records Act Requests**

Access to public records is encouraged to foster confidence in government, to provide the public the opportunity to evaluate the expenditure of public funds and for the efficient and proper functioning of its institutions. Georgia's Open Records Act, O.C.G.A. 50-18-70 et seq., provides that all public records of an agency must be made available for inspection or copying unless they are specifically exempt by law. Generally, these records must be made available within three business days of the receipt of request. It is the policy of the Lanier Technical College to provide access to all public records in accordance with the law.

Open Records requests should be directed to the following individual at the college:

Holly Holt  
Registrar's Office  
2535 Lanier Tech Drive  
Gainesville, GA 30507  
registrar@laniertech.edu

### **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.

### **Exceptions**

Students may not inspect nor review the following as outlined by the Family Educational Rights and Privacy Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the college will permit access only to that part of the record which pertains to the inquiring student. The college is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to 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.

### **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.

## 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.

## Maximum Number of Credit Hours

A student may not register for more than 18 credit hours without approval from the Vice President of Academic Affairs or his designee.

## No Show Policy

Any student (day, evening, full-time, part-time, in-class, on-line) who does not physically attend the first scheduled class meeting for an on-campus class or complete an academic assignment during the three (3) calendar day add period for an online class will be considered a No Show. Detailed information including the student name, ID number, CRN, course prefix and number (e.g. MATH 1111), and the statement "No Show" must be submitted by the class instructor to the Office of the Registrar via email to registrar@laniertech.edu by the end of the first full week of class.

*Reinstatement Procedure:* Students will be routinely reinstated by the Office of the Registrar and may be required to pay the \$45 late registration fee during the add/late registration period. Students who desire reinstatement after the end of the add period require approval by the instructor of the class via an email to registrar@laniertech.edu. Examples of candidates for reinstatement are students who were declared as a No Show or were purged for non-payment of fees.

## Registration

Registration dates will be published annually in the college

Academic Calendar. In-house memos, student email, the college web site and other correspondence may also be used to notify students and employees of registration dates and times. Individual notices will be sent to new students only. Students are responsible for keeping apprised of registration dates and times.

Student registration is completed by the student via Banner Web, our student record database. Each student is assigned a confidential login and password. New Student and Late Registration sessions provide staffed web labs for registration assistance. Contact the Office of Student Affairs concerning registration information.

## Registration Eligibility

Students who have received an official letter of acceptance to the college and continuing students not on academic dismissal nor on academic probation the first term returning from dismissal may register for classes.

## Registration Procedures

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

**Current Student Registration** - Advisement/Registration for currently enrolled students or students who sat out the previous semester and did not change his or her program of study only.

**New Student Registration** - Registration held for new students who have completed all admission requirements and for returning students who did not register during Current Student Advisement.

**Late Registration** - An open-to-all registration for new, current, and former students who are eligible to register. There is a \$45 late fee.

## 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.



## Reinstatement Procedure

Students will be routinely reinstated by the Office of the Registrar and will be required to pay the \$45 late fee.

A student who was purged for non-payment and desires reinstatement after the end of drop/add period but before the reinstatement deadline should contact Administrative Services in person on the Hall Campus or the front desk of the other LTC campuses to satisfy his or her account balance. Once the account balance is paid, Administrative Services will contact the Registrar's Office and the student will be reinstated into his or her original schedule.

The reinstatement deadline varies each term but is typically one week after the purge for non-payment. Requests for reinstatement after this deadline will not be approved.

## Student Records

The Registrar's office maintain a permanent record on all students which includes admissions data, educational record, and termination status. In keeping with the Family Educational Rights and Privacy Act (1974), they maintain the confidentiality of personal and academic records. Upon written request, they issue transcripts which detail academic history and transfer credit. In conjunction with program advisors, the Registrar's staff advises students on academic, transfer, and graduation issues.

## Withdrawing From Courses

A student who withdraws from a course prior to the first day of the semester or during the three day drop/add period may be due a refund of tuition (see Refund Policy).

After the three day drop/add period through the 60% date of the semester, a student may withdraw from a course online via Bannerweb. Students who withdraw after the third instructional day will not be due a refund and are responsible for their full account balance. Note: An instructional day is based on the academic calendar, not a student's individual schedule.

A student that officially withdraws from classes during the first 60% of any academic term following drop/add period will earn a grade W. These grades are not included in the calculation of grade point averages. However, students on financial aid should be aware that a drop or withdrawal after the three day drop period may affect their financial aid eligibility.

After the 60% period students will earn a grade of WF if they stopped attending without withdrawing and were not

awarded a hardship withdrawal. The grade of "WF" will be calculated as an "F" in the GPA. This grade may affect financial aid eligibility.

## Withdrawing From the Institution

After the three day drop/add period but prior to the 60% point of the term, if a student wishes to withdraw from all courses, and thus withdraw from the college, s/he may either:

1. Follow the instructions for withdrawing from each individual course at: Withdrawing From Courses (p. 481) or
2. Email registrar@lanieritech.edu from his or her LTC student email account and include:
  - a. full name
  - b. student ID number
  - c. the written request to withdraw from the college from all courses

The withdrawal will be effective the date the email is sent. The deadlines and academic and financial penalties outlined at Withdrawing From Courses (p. 481) also apply to total withdrawals.

If a student stops attending after the 60% point of the term, s/he may no longer withdraw. Grades of "WF" will be recorded at the end of the term and academic and financial penalties outlined at Withdrawing From Courses (p. 481) will also apply. Students may request a Hardship Withdrawal if applicable.

## Hardship Withdrawal Policy

Hardship withdrawals are limited to certain criteria which can include:

- Hospitalization of the student or minor child for an extended timeframe.
- Death in the immediate family only (spouse, child, sibling, parent).
- Active military duty or deployment.
- Being seated on a jury for more than three (3) days.

### **Important things to understand about a hardship withdrawal request:**

- If the normal withdrawal period is open, we will not

accept a Hardship Withdrawal form and the student should use the BannerWeb self-service withdrawal process.

- A narrative and documentation is required to be submitted with the hardship withdrawal request. If supporting documentation is not received, request will be denied.
- If granted, hardship withdrawals must be done for ALL enrolled classes for a given term.
- No refunds are issued and the grade of a "W" will appear for each course on the student transcript.
- Only one (1) hardship withdrawal can be granted per student during their academic career at LTC.

Students may request a hardship withdrawal by completing a hardship withdrawal request. Hardship withdrawals must be submitted no later than 25 calendar days following the end of the semester for which the withdrawal is requested.

**The Registrar's Office will make a determination within 7 business days of receipt of the completed hardship withdrawal request.**

# Student Affairs

## 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.

## 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.

## Admissions and 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.

## 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:

### Sarah Jolly

Career Services Coordinator  
770-533-7009  
sjolly@laniertech.edu

## 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.

## Disability Services

Lanier Technical College provides support services for students with disabilities. These services ensure program accessibility and reasonable accommodations to individuals defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2008. A disability is defined as any condition that substantially limits one or more of life's major activities. "Major life activities" include such functions as major bodily functions, caring for oneself, performing manual tasks, seeing, hearing, eating, speaking, sleeping, walking, standing, lifting, bending, learning, reading, communicating, concentrating, thinking, and working. The condition may be permanent or temporary.

In order to receive accommodations at Lanier Technical College, it is the student's responsibility to self-disclose this disability to the Disability Services Coordinator. Current documentation of the disability from a professional diagnosis is required. Documentation must be no older than 3-5 years and assessment based on adult criterion. Documentation must indicate that the requested accommodations are necessary for "participation in the college's educational programs".

Services provided include but are not limited to the following: registration assistance, orientation to campus, institutional test modification, reader, note taker, use of tape recorder, enlarged copies, assistance in obtaining books in alternative formats, assistive technology and software, interpreter services for the deaf, accessible classrooms, accessible parking, and information and referral to campus and community support services. Students must be aware that accommodations may be offered to alter the way in which material is presented, but in no way modifies course content or program requirements as established by the Technical College System of Georgia. Accommodations that compromise the academic integrity of a course are not allowed. In order to demonstrate successful attainment of arithmetic competencies, students in certain math classes will not be allowed to use calculators as an accommodation.

Lanier Technical College strives to provide, within reason, appropriate resources, services and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social

experiences and career opportunities.

Inquiries concerning the application, policies, and practices of the American with Disabilities Act for Lanier Technical College may be addressed to the following:

### **Allsion Haynes**

Coordinator of Disability Services  
770-533-7003  
678-989-3133 fax  
ahaynes@laniertech.edu

## 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.

## 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.

## 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.

## Liability Insurance

Some programs have a liability insurance fee that must be paid annually. These fees are not covered by traditional financial aid (PELL Grant, HOPE Grant, HOPE Scholarship, etc.). The fees range from \$10.20 to \$42.60 depending on the program.

Students in the following programs are assessed fees for liability/malpractice insurance. Students in the EMT (Basic, Intermediate, Paramedic) programs are also assessed fees for a background check. These fees are determined according to courses taken and the term that the fee is supposed to be charged. Charges are assessed based on the semester that courses which require liability insurance or a background check are taken. Insurance fees are paid to Lanier Technical College. Background check fees are paid to the certifying agency.

- Associate of Science in Nursing
- Certified Nurse Assisting
- Cosmetology
- Cosmetic Esthetician
- Dental Assisting
- Dental Hygiene
- Early Childhood Care and Education
- EMT (Intermediate, Plus)
- Firefighter/EMT
- Medical Assisting
- Medical Laboratory Technician
- Paramedic Technology
- Pharmacy Assistant
- Phlebotomy Technician
- Practical Nursing
- Radiologic Technology
- Surgical Technology

## 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.

Students will receive additional information concerning orientation in their college acceptance letter.

## 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.

## 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.

## 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.

## 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. Clubs & Organizations Application Form
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.

### **Club HIP**

The Club HIP (Health Information Professional) is open to students enrolled in the Health Information Management Technology (HIMT) and Healthcare Management Technology (HEMT) programs. The purpose of Club HIP is to provide a social setting for HIMT and HEMT students to better understand the Health Information Management profession, to provide career support, and discuss the unique demands on the path to graduating and obtaining credentials.

Club HIP provides a setting to expand educational, career, and social boundaries through networking opportunities with peers, potential employers and through community service. The club is also involved in raising funds in order to attend professional HIM meetings, conferences and other events that will expand the student's knowledge of the field and help develop networking skills. Finally, Club HIP strives to improve the management and leadership skills of its members.

For more information, contact Alan Soskel at [asoskel@laniertech.edu](mailto:asoskel@laniertech.edu).

### **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.

### **Interiors Club**

The mission of the Interiors Club is to empower students to achieve in the Interior Design industry. Open to all students, the overall goals of the club are to foster career

development, collaborate on team projects, and inspire passion for Interior Design. These will be accomplished by building on the foundation of education, hands on experience, workforce development, and leadership. Some of the events that the Interiors Club has or is currently sponsoring include networking at the Atlanta Homes and Lifestyles Holiday Decorator Showhouse, decorating the Hall Campus Christmas trees, contributing to the Forsyth Campus Medical Assisting Holiday Toy Drive, and volunteering at the Clark Howard Habitat for Humanity home project. For more information, contact Sara Beam at [sbeam@laniertech.edu](mailto:sbeam@laniertech.edu).

### **Lanier Motorsports Club**

Please contact Steve Koen at [skoen@laniertech.edu](mailto:skoen@laniertech.edu) or John Leverett at [jleverett@laniertech.edu](mailto:jleverett@laniertech.edu) for more information.

### **Martial Arts Club**

Please contact Todd Irvine at [tirvine@laniertech.edu](mailto:tirvine@laniertech.edu) or Michael Myers at [mmyers@laniertech.edu](mailto:mmyers@laniertech.edu) for more information.

### **National Technical Honor Society**

Lanier Technical College National Vocational Technical Honor Society is an 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. For more information, contact Laquata Binn-Walker at [lbinnwalker@laniertech.edu](mailto:lbinnwalker@laniertech.edu) or Deborah Collett at [dcollett@laniertech.edu](mailto:dcollett@laniertech.edu).

To qualify for membership students must:

- Be enrolled full-time or part-time in a degree or diploma program
- Completed at least 30 credit hours
- Have an overall GPA of at least 3.5 and
- Obtain recommendation from their advisor.

### **Radiologic Technology Club**

The radiologic technology club is open to any student accepted into the program. The intention of the club is to motivate students while providing social, professional and scholastic support. The club is also involved in raising funds in order to attend professional radiologic technology conferences and other events that will expand the student's knowledge of the field. For more information, contact

Robert Wells at [rwells@lanieretech.edu](mailto:rwells@lanieretech.edu).

### **Skills USA/VICA**

Formerly known as Vocational Industrial Clubs of America (VICA), Skills USA is a club for trade, industrial, technical, and health occupation students. Skills USA offers leadership, citizenship, and character development progress to complement skill training. Skills USA brings together people who share common interests and exchange ideas. Members may earn recognition through school, state, and national awards and contests. For more information, contact Kari Register at [kregister@lanieretech.edu](mailto:kregister@lanieretech.edu).

### **The Student Dental Hygienist Association**

The 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. For more information, contact Vanessa Jones at [vjones@lanieretech.edu](mailto:vjones@lanieretech.edu).

### **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. Contact the SGA Advisors for more information: Megan Whitworth at [mwhitworth@lanieretech.edu](mailto:mwhitworth@lanieretech.edu) 770-533-7026 & Allison Haynes at [ahaynes@lanieretech.edu](mailto:ahaynes@lanieretech.edu) 770-533-7003



# Tuition and Fees

Application Fee:	\$25.00 (non-refundable)
Tuition:	\$100.00 per credit hour * (In-State)
Activity Fee:	\$38.00 per semester
Registration Fee:	\$50.00 per semester
Facilities Fee:	\$25.00 per semester
Security Fee:	\$25.00 per semester
Technology Fee:	\$105.00 per semester
Wellness Fee:	\$4.00 per semester
Instructional Fee:	\$55.00 per semester
Program Fee:	\$25.00 per semester
Insurance Fee:	\$6.00 per semester
Graduation Fee:	\$40.00 for students participating in the annual Graduation Ceremony
Exemption Test Fee:	25% of the tuition for the course
Late Registration Fee:	\$45.00 (may be assessed for registrations occurring after New Student Registration each semester)
Liability Insurance:	\$9.52 - \$39.76 (Assessed based on the semester that courses which require liability insurance are taken. Liability insurance is required for the following programs: Certified Nurse Assisting, Cosmetology, Cosmetic Esthetician, Dental Assisting, Dental Hygiene, Early Childhood Care & Education, EMT Intermediate and Plus, Firefighter/EMT, Medical Assisting, Medical Laboratory Technician, Paramedic Technology, Pharmacy Assistant, Phlebotomy Technician, Physical Therapy Assistant, Practical Nursing, Radiologic Technology, and Surgical Technology.) Programs subject to change.
Retesting Fee:	\$10.00

\* Tuition - \$100 per credit hour\* up to 15 credit hours for degree, diploma, and certificate programs. Out-of-State is double In-State tuition and Foreign is quadrupled In-State.

The cost of books, workbooks, and other training materials and supplies will vary by program. For approximate costs, refer to each program of study in the Program Costs section of this catalog.

Georgia residents over sixty-two (62) years of age, who are otherwise qualified, may attend technical colleges for credit courses only, without payment of tuition, on a space available basis; however, they must pay the activity, registration, facilities, technology, wellness, instructional, application, insurance fees and if applicable, late fee.

Tuition and fees listed are effective as of Spring Semester 2020 and are subject to change by the college without prior notice.

## 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.
- Sign up for a payment plan by logging into your BannerWeb student account. Click on the link under “Student Records” or proceed in paying balance and click on the Set up Nelnet Payment Plan. Payment Plan Information (Nelnet)
- 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 Hall Campus. Note: Any remaining unpaid balance will be the student's responsibility and must be paid prior to the payment deadline to remain registered for classes.
- All check payments may be processed electronically. Returned checks will be subject to fees assessed and collected by the third party check processor. Returned checks not processed electronically will be subject to a \$30 return check fee.
- A student who has a returned check may be required to make future payments by cash or money order. In addition, the student will also owe the returned check fee of \$30.

- Lanier Technical College does not cash personal checks.
- Checks made out to Lanier Technical College should be for the exact amount of tuition and fees.
- Students should keep registration receipts for future needs such as tax information, reimbursement, etc.
- Holds may be placed on student accounts for any unpaid charges owed to the college or any Nelnet agreements in default status. Holds may prevent registration, receipt of transcripts, and graduation.
- Students who register with Financial Aid, i.e. HOPE and/or Pell are responsible for assuring that their financial aid files are complete prior to registration each semester.
- Students who have third party agencies invoiced for their tuition and fees must make sure that proper authorization has been provided to the Business Office prior to the payment deadline. Third party agencies include, but are not restricted to: Vocational Rehabilitation, WIOA, Workman's Compensation, Department of Veterans Affairs Rehabilitation Services, Georgia Department of Labor Trade Act Training and other corporate billings.

## 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:

### U.S. Citizens

1. A current U.S. Passport or U.S. Passport card.
2. A current State of Georgia Driver's License or State of Georgia State ID card issued after 1/1/2008.
3. An unexpired driver's license or identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a

photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]. Link: <https://law.georgia.gov/resources/immigration-reports> (List of States)

4. An Original or Certified U.S. Birth Certificate. Photocopies are not acceptable. The official seal must be visible on it from a U.S. state, county, municipal authority, or territory.
5. A current U.S. Military ID (service member only, not dependent). Must be presented in person.
6. A completed FAFSA application may satisfy this requirement. The FAFSA year must correspond with your term of admission.
7. A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
8. A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
9. A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350).
10. A Consular Report of Birth Abroad (FS-240).

#### Other

1. A current Permanent Resident Card or Alien Registration Receipt Card.
2. I-94 (Arrival/Departure Record).
3. I-766 (Employment Authorization Card).

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 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.

## 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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