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 every effort will be made to ensure accuracy of the material stated herein, we reserve the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Wiregrass Georgia Technical College (WGTC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wiregrass Georgia Technical College.

Wiregrass Georgia Technical College is a Unit of the Technical College System of Georgia.

Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. Any violation or questions should be directed to the VP for Administrative Services, Title IX and Section 504 Coordinator, Building 500, Office 535, 4089 Val Tech Road, Valdosta, GA 31602, or call (229) 333-2103; or the Human Resources Director, Room 630C, 667 Perry House Road, Fitzgerald, GA 31750 or call (229) 468-2027. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

Wiregrass Georgia Technical College
4089 Val-Tech Road
Valdosta, Georgia 31602
229-333-2100
www.wiregrass.edu
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Dear Student:

Welcome to Wiregrass Georgia Technical College! On behalf of the faculty and staff, I congratulate you on your decision to pursue your educational and career goals with us. Wiregrass Georgia Technical College is committed to changing lives through providing our students with hands-on educational experiences designed to prepare you to successfully enter or to enhance the skills needed to advance in your chosen career. Although we are the largest technical college in South Georgia, we pride ourselves on giving individual attention to the students we serve. It is our HOPE that you will see Wiregrass Tech as a place where you can grow, prosper, and thrive as you work toward your educational and career goals.

Whether you are coming to Wiregrass Tech directly out of high school, are returning after earning a previous diploma, degree or certificate at East Central or Valdosta Tech, or are coming here after being out of school for many years our faculty, staff, and administration are dedicated to helping you succeed. We pride ourselves on our strong record of preparing our graduates to go directly into the workforce. We also have partnerships with many four-year colleges and universities that will allow you to transfer associate degree level courses if you choose to continue your formal education. Regardless of your career or educational goals, Wiregrass Georgia Technical College is here to help.

Please take time to become familiar with the information provided in this student catalog and handbook. This important resource contains general information such as the college calendar, attendance policies, dress code, grading system, and academic policies. The handbook also provides important information regarding financial aid, graduation requirements by program, tutorial services, the library, and the student code of conduct.

Again, thank you for choosing Wiregrass Georgia Technical College as your education partner. We look forward to working with you as you build for your future.

Sincerely,

[Signature]
MISSION

The mission of Wiregrass Georgia Technical College, a public two-year technical college and a unit of the Technical College System of Georgia, is to promote community, educational, and economic development by providing a highly trained workforce for South Central Georgia. The college fulfills the mission by providing quality technical and academic instruction leading to associate of applied science degrees, diplomas, and technical certificates of credit; customized training for new and existing industries; professional and personal development through continuing education; and adult education services to meet the needs of citizens, business, and industry in the service area.

A BRIEF HISTORY

On September 4, 2008, the State Board of Technical and Adult Education approved the merger of East Central Technical College and Valdosta Technical College to be effective July 1, 2010. Almost a year to the day that the merger was announced the local board, with input from stakeholders, decided on a new name for the combined college—Wiregrass Georgia Technical College.

Wiregrass Georgia Technical College has four campuses—Ben Hill–Irwin campus, Coffee campus, Cook County Workforce Development Center, and the Valdosta campus. Two extended campuses include the Wilcox Learning Center in Rochelle and a Moody Air Force Base location in Valdosta. The college provides Adult Education services in each of the eleven counties served by the college that include Atkinson, Ben Hill, Berrien, Brooks, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, and Wilcox counties.

Individually, ECTC and VTC have long, meaningful histories. The following histories of the two technical colleges demonstrate the impact of the colleges on its communities and how important training and educational opportunities have been and will continue to be to the citizens of the Georgia Wiregrass Region.

East Central Technical College

East Central Technical College (formerly Ben Hill–Irwin Technical Institute and East Central Technical Institute) was established in 1966. Ben Hill–Irwin Tech officially opened its doors to its first full-time student body of approximately 200 on September 21, 1970, occupying three buildings with large vocational-technical labs and a small administration area. The first full-time graduates received their diplomas on September 15, 1971.

During the next 30 years, East Central Technical College underwent enormous transformation and growth. On June 10, 1977 Ben Hill–Irwin Tech held groundbreaking ceremonies for a new $600,000 expansion to house new programs. The Charles Harris Learning Center opened in 1994 housing an auditorium, classrooms, and office space. In 1995, the Board of Regents deeded land, originally part of South Georgia College, to DTAE for the Coffee Campus. On November 7, 1996, the name officially changed to East Central Technical Institute. Further county expansions occurred including the addition of the Wilcox Lifelong Learning Center in Rochelle. On April 10, 2002, the state allocated $10,000,000 for a new technology building on the Ben Hill–Irwin Campus. 2006 saw the completion of the building and the college held a ribbon-cutting ceremony on April 27 of that year.

On February 1, 2006, Dr. Ray Perren became the fourth president of East Central Technical College and served until June 2008 when he left to serve as Assistant Commissioner of Technical Education for the Technical College System of Georgia. E.J. Harris, Vice President of Academic Affairs at VTC, served as Interim President until his retirement in August 2009. Following Harris’s retirement, Lisa Tomberlin became the Interim President. Tomberlin served in the position until the completion of the merger when she became the Provost of the Ben Hill–Irwin campus of Wiregrass Georgia Tech.

Valdosta Technical College

Valdosta Technical Institute was founded as a cooperative agreement by the state legislature, the Valdosta Board of Education, and the Lowndes County Board of Education in 1963 to serve the citizens of Berrien, Brooks, Cook, Echols, Lanier, and Lowndes Counties. From 37 students utilizing one building on 10.5 acres of land to over 2,600 students per quarter occupying eight buildings on 135 acres, Valdosta Tech’s original 40,300 square foot building, Building 100, opened for classes in September of 1963.

The first addition to the campus was a 7,200 square foot building to house the HVAC (Heating Ventilating and Air Conditioning) and Welding programs and is now known as Building 200. The vigorous economic growth of the area, sustained by a workforce that included an increasing number of technically trained Valdosta Tech graduates, initiated a need for an additional expansion that almost doubled the size of the facility. In 1984, the college completed its second
A few short years later in 1989, a 7,800 square foot addition for the Auto Collision program completed the U-shape of Building 200. In 1989 the Georgia Legislature provided $175,000 for the purchase of 80.2 acres of land to continue the growth of the campus. Gov. Zell Miller then approved a $7.64 million dollar, 83,770 square foot expansion which would be the second largest technical school expansion at that time. From this expansion, Valdosta Tech Buildings 300, 400 and 500 were opened in 1997.

The Cook County Workforce Development Center in Sparks opened its doors as a branch campus of Valdosta Tech in June 2002. Valdosta Tech opened an office at Moody Air Force Base in February 2004. The Adult Education program eventually relocated to its current location on East Park Avenue. In December 2007, Valdosta Technical College was accredited and approved for unconditional membership with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

In February 2009, Building 700 officially opened housing the administrative offices of the President, business programs, a new 7,000 square foot library, an auditorium, early childhood education, drafting technology and printing & graphics programs. A new student center was also constructed and includes 6,625 square feet of space for the Upper Crust, security offices, and offices for student activities.

Dr. Ray Perren became the President of Valdosta Tech on July 1, 2009 following the retirement of Interim President, Dr. F.D. Toth. President Perren continues as the president of Wiregrass Technical College.

**STATE BOARD OF TECHNICAL AND ADULT EDUCATION**

Wiregrass Georgia Technical College is a unit within the Technical College System of Georgia (TCSG). The governing board for the college is the Georgia State Board of Technical and Adult Education.

The State Board of Technical and Adult Education became a statutory body on July 1, 1986, and it has subsequently assumed direct governance of the majority of Georgia technical colleges and associated university technical divisions. The State Board of Technical and Adult Education was established with the responsibility for the governance and management of all the state supported technical and adult colleges. The Board executes its responsibilities in two primary ways:

- By adopting policies to provide general guidelines for governing the system; and
- By appointing a Commissioner, who is given the responsibility and authority for the administration of the system in accordance with the adopted policies, and who is the chief executive officer of the State Technical College System of Georgia.

Wiregrass Georgia Technical College is authorized by the State Board of Technical and Adult Education (SBTAE) to award associate degrees, diplomas, and technical certificates of credit.
State Board of Technical and Adult Education:

First Congressional District
Ben Copeland, Sr., Lakeland

Second Congressional District
Sandra B. Reed, M.D., Thomasville

Third Congressional District
Vacant

Fourth Congressional District
Dean Alford, Conyers (Chair)

Fifth Congressional District
Don L. Chapman, Atlanta

Sixth Congressional District
Carl E. Swearingen, Atlanta

Seventh Congressional District
Michael L. “Sully” Sullivan, Lawrenceville

Eighth Congressional District
L. McGrath Keen, Jr., Dublin

Ninth Congressional District
Stephen W. Gooch, Dahlonega

Tenth Congressional District
Cedric J. Johnson, Augusta

Eleventh Congressional District
Otis Raybon, Jr., Rome

Twelfth Congressional District
Tommy David, Statesboro

Thirteenth Congressional District
John H. “Pepper” Bullock, Palmetto

Members at Large
Sylvia E. Russell, Atlanta
Michael C. Daniel, Athens
Mary Flanders, Savannah
Paul Holmes, Monticello
Earl E. Smith, Marietta
Shaw Blackmon, Warner Robins
Lynn Cornett, Sandy Springs
Ben J. Tarbutton, Jr., Sandersville

Wiregrass Georgia Technical College Board of Directors

Wiregrass Georgia Technical College

Local Board of Directors

Sam Allen
Lowndes County
Glenn Bissett
Brooks County
Shirley Brooks
Ben Hill County
Randy Crenshaw
Irwin County
Wyndi Damato
Ben Hill County
Guy Daughtrey
Cook County
Carolyn Eager
Lowndes County
Lon Gillis
Coffee County
Robert Griner
Berrien County
Terrell Jacobs
Coffee County
James Lee
Wilcox County
Terri Lupo
Lowndes County
Calvin Marshall
Lowndes County
James McGahee
Lowndes County
Franklin Patten
Lanier County
Clifford Pope
Atkinson County
David Ragsdale
Brooks County
Florence Staten
Echols County
Hal Wiley
Ben Hill County

While the State Board of the Technical and Adult Education of Georgia is the governing Board of Wiregrass Georgia Technical College, a local board of directors operates in concert with the State Board to accomplish the mission of the college. Local boards were established for each college based on the philosophy that decisions regarding individual schools should be made at the local level, and a portion of the authority and responsibility of governance should be delegated to the local boards. The State Board delegates to the Local Board of Directors the authority to develop local policies and procedures to meet the needs of the college’s service area.
THE EAST CENTRAL TECHNICAL COLLEGE FOUNDATION, INC.

The East Central Technical College Foundation, Inc. is a non-profit foundation established in April 1985 and operates in conformity with Section 501 (c) (3) of the Internal Revenue Code. The Foundation is organized under Georgia law and is fiscally and organizationally separate from the school. The Foundation is governed by a Local Board of Directors responsible for promoting education at East Central Tech by providing scholarships, endowments, research grants, and acquiring and administering cash, grants, and other funds and properties from industry, business, foundations, and friends of East Central Tech.

VALDOSTA TECHNICAL COLLEGE FOUNDATION, INC.

Valdosta Technical College Foundation was established in 1988 as a nonprofit organization whereby funds, property, and other types of financial assistance could be channeled to the college for support and development of educational, cultural, social, civic, and professional endeavors. The Foundation provides academic and institutional support, scholarships, endowments, and in various ways, promotes the mission of the college.

The members of The Board of Trustees, who are empowered to administer donations to the Foundation, are distinguished business and civic leaders from the counties within the college’s service area.
### ACCREDITATIONS, APPROVALS, & CERTIFICATIONS

Accrediting agencies for programs are: Professional Accreditation/Affiliations

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<th>Last Review Date</th>
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<td>Cosmetology</td>
<td>Approved by the Georgia State Board of Cosmetology</td>
<td>No Periodic Review. Graduates sit for licensure from the Secretary of State of Georgia upon completion of program requirements.</td>
</tr>
<tr>
<td>Clinical Laboratory Technology</td>
<td>National Accrediting Agency of Clinical Laboratory Sciences. Graduates are eligible to apply to sit for a national MLT certification exam.</td>
<td>October 2009</td>
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<tr>
<td>Dental Assisting</td>
<td>American Dental Association, Commission on Dental Accreditation</td>
<td>October 2006</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>American Dental Association, Commission on Dental Accreditation</td>
<td>October 2006</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>Georgia Department of Human Resources-Division of Public Health- Office of EMS and Trauma. Graduates are eligible to sit for the National Registry of EMT-I-85 examinations and become certified as EMT-Intermediates. The license to practice as an EMT-I in Georgia is granted by DHR-OEMST.</td>
<td>October 2009</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>National Center for Competency Testing. Graduates are eligible to sit for NCCT certification in Medical Assisting, ECG Technician, Phlebotomy Technician, Medical Office Assistant, and Insurance and Coding Specialist</td>
<td>September 2003</td>
</tr>
<tr>
<td>Paramedic Technology</td>
<td>Georgia Department of Human Resources-Division of Public Health – Office of EMS and Trauma. Graduates are eligible to sit for the National Registry of EMT-P Examinations and become certified as Paramedics. The license to practice as a Paramedic in Georgia is granted by DHR-OEMST</td>
<td>October 2009</td>
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<tr>
<td>Pharmacy Technology</td>
<td>American Society of Health-System Pharmacists (ASHP)</td>
<td>October 2009</td>
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<tr>
<td>Practical Nursing</td>
<td>Georgia Board of Examiners of Licensed Practical Nurses. Upon completion of program requirements, graduates are eligible to apply to sit for the Georgia Practical Nursing licensure exam.</td>
<td>July 2009</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>The American Registry of Radiologic Technologists approves the Radiologic Technology program as one in a SACS-COC accredited college.</td>
<td>No periodic review. Graduates are eligible to apply to sit for the Radiography examination of the ARRT.</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Review Committee on Education in Surgical Technology (ARC-ST) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP)</td>
<td>April 2006</td>
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No accrediting agency has applied sanctions or taken negative actions in regard to Wiregrass Georgia Technical College or any of its programs during the past two years.
PROGRAM ADVISORY COMMITTEES

Wiregrass Georgia Technical College utilizes program advisory committees consisting of at least three representatives of local industry to ensure that the college maintains programs that are meeting the current training needs in each field of specialization. This enables programs to adapt to changes that occur in the field. These advisory committees, composed of members of business, industry, and education from the eleven-county service area, meet twice each year, usually in the fall and spring quarters.

CAMPUSS INFORMATION

The instructional activities of Wiregrass Georgia Technical College are operated at four primary locations with extension sites located in almost every county served by the college. Adult Education programs are conducted at locations in each of the eleven counties served by the college. Economic Development and Continuing Education classes are also regularly conducted at various locations throughout the service area as well as the main campus locations.

Ben Hill-Irwin Campus
667 Perry House Road
Fitzgerald, GA 31750
Phone 229-468-2000
Fax 229-468-2110
Toll Free 1-800-575-0567

Coffee Campus
706 West Baker Highway
Douglas, GA 31533
Phone 912-389-4303
Fax 912-389-4309

Cook County Workforce Development Center
1676 North Elm Street
Sparks, GA 31647
Phone 229-549-7368
Fax 229-549-6286

Valdosta Campus
4089 Val Tech Road
Valdosta, GA 31602
Phone 229-333-2100
Fax 229-333-2129

Additional Instruction Sites and Adult Education Services Locations

Coffee Adult Education Center (Coffee County)
706 West Baker Highway
Douglas, GA 31533
912-389-0053

Irwin Adult Education Center (Irwin County)
311 Vo-Tech Drive
Ocilla, GA 31774
229-468-3310

Pine Street Adult Education Center (Ben Hill County)
115 East Pine Street
Fitzgerald, GA 31750
229-423-8200

Pearson Learning Center (Atkinson County)
201 Pearson Street
Pearson, GA 31642
912-422-7004

Wilcox Adult Education Center (Wilcox County)
239 Gordon Street
Rochelle, GA 31079
229-365-7983

Moody Extended Campus (Moody Air Force Base)
23rd FSS/FSD
3010 Robinson Road
Moody AFB, GA 31699-1518
229-253-9571

East Campus (Lowndes County)
1410 East Park Avenue
Valdosta, GA 31602
229-333-2123

Berrien County
909 North Davis Road
Nashville, GA 31645
229-686-9680

Brooks County
400 East Courtland Avenue
Quitman, GA 31643
229-263-8144

Cook County (Cook Workforce Development Center)
1676 North Elm Street
Sparks, GA 31647
229-549-9271
Echols County  
123 Essa Road  
Lake Park, GA 31636  
229-559-1207

Lanier County  
1014 West Thigpen Lane  
Lakeland, GA 31635  
229-482-3332

Goodwill Center  
100 North St. Augustine Road  
Valdosta, GA 31602  
229-333-2123

Performance Learning Center (Lowndes County)  
930 Old Lake Park Road  
Valdosta, GA 31601  
229-333-2123

Department Of Labor (Lowndes County)  
221 S. Ashley Street, room #125  
Valdosta, GA 31602  
229-333-2123

Valdosta Campus (Lowndes County)  
4089 Val Tech Road Room #128  
Valdosta, GA 31602  
229-333-2123
STUDENT AFFAIRS

CAMPUS TOURS AND VISITS

Wiregrass Georgia Technical College encourages visitations from individuals and groups at any time during normal operating hours. Prospective students and other individuals including groups (clubs, organizations, and local school class groups) wishing to visit any one of the campus locations may contact the office of Student Affairs to schedule a tour.

For the safety of all individuals the following information on children and pets should also be adhered to while on campus:

- Children are not allowed on campus unless accompanied by an adult.
- While on campus, WGTC asks that visitors do not leave children unattended at any time.
- Children should not be taken into classrooms, lecture programs or computer labs while a class is in session.
- Pets are allowed on campus only if required for assistance to the disabled.

Campus security may be asked to provide assistance if an individual or individuals cause or attribute to a disturbance to the normal operating activities of the college.

ORIENTATION FOR NEW STUDENTS

New students and students who are returning to Wiregrass Georgia Technical College after an absence of at least two years are required to complete an orientation for new students. The orientation is organized by the Department of Student Affairs. Orientations for students enrolled in classes at satellite campuses are conducted by Student Affairs personnel or qualified staff or faculty on those campuses. The purpose of the orientation is to familiarize new students with the college, its policies and procedures, state and federal rules and regulations, safety, work ethics, and other issues of importance to the students’ general welfare while attending classes at Wiregrass Georgia Technical College. Students are given information needed to access the Student Handbook and other documents that contain all the rules, regulations, and general information with which students should become familiar.

ADMISSIONS

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

- Be nondiscriminatory on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law);
- Increase the prospective student’s opportunities;
- Complement the instructional programs of Wiregrass Georgia Technical College;
- Support the timely processing of applications and admission to the college.

Admission Categories

Wiregrass Georgia Technical College admission requirements are based on the minimum standards set forth by the Technical College System of Georgia for each degree, diploma, and technical certificate programs. A student’s admission status will fall into one of the following categories:

Regular Admission

A student will be granted regular admission status into a degree, diploma, or technical certificate program when he or she meets program and institutional admission requirements. Regular admission status is based on the credential (degree, diploma, or technical certificate of credit) being sought as declared by the student. Any status change will require the student to meet the admission requirements of the new credential.

Provisional Admission

Provisional Admission is based on an evaluation of placement test scores and other criteria as designated by the Executive Director of Admissions. Students classified in this category may be required to enroll in either short term remediation or learning support classes that are designed to assist students in improving basic language, reading,
and mathematical skills. Provisionally admitted students must satisfy learning support and/or placement testing requirements prior to enrolling in or while enrolled in occupational courses as designated in the program-specific standards.

**Learning Support Admission**

Learning Support admission is granted to students who do not meet the regular or provisional admission requirements based on placement test scores.

Students classified in this category are required to enroll in learning support classes that are designed to assist students in improving basic language, reading, and mathematical skills. Students’ enrollment in occupationally-specific courses or core courses will be delayed until they have satisfied the requirements for provisional or regular admission into the program.

**Special Admission**

Special admission status may, under certain circumstances, be granted to students who are not pursuing a diploma, degree, certificate, or other award. Students admitted under this status may take an unlimited number of courses, but can transfer only 25 credit hours towards a specific program for award seeking purposes. Regular admission status may be obtained upon achievement of regular admission requirements. Students admitted under special admission status are not eligible for Pell Grant, HOPE Grant or Scholarship, or other traditional forms of financial aid.

**Admissions Appeal**

Students who believe that their admission decision is unfair or has been administered in error may appeal directly to the Executive Director of Admissions. If the applicant and the Executive Director of Admissions cannot reach an agreement, the applicant may appeal to the Vice President of Student Affairs.

**ADMISSION REQUIREMENTS FOR DIPLOMA, DEGREE, AND CERTIFICATE PROGRAMS***

**Education**

Completion of secondary education or the equivalent (GED credential) is required for all diploma and associate degree programs and most technical certificates programs. The President of Wiregrass Georgia Technical College has the authority to grant a waiver of the admission requirement as it relates only to possessing a GED credential or high school diploma for secondary school students who are otherwise eligible to enroll in a program.

**Age**

For most programs, applicants must be at least 16 years of age. The minimum age for Cosmetology, Commercial Truck Driving, several health occupations, and other designated programs may be higher.*

**Health**

Applicants must be physically able to attend school regularly, whether on campus or online, and be able to perform the “essential functions” of the occupation for which they plan to train. Physical examinations, lab tests, and immunizations are required for students in designated programs after acceptance to the program and prior to participation in clinical training at an affiliated site, or before operating motor vehicles or other equipment required in training.*

**ADDITIONAL ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS**

Some health programs require completion of core courses (e.g. math, English, etc.) prior to enrollment in occupational courses. Certain health programs accept students into occupational courses once or twice per year; however, the student may enroll in core courses in any quarter. Information for program specific admissions requirements can be found in the program section of this catalog. Due to enrollment limits at clinical sites, many health programs maintain a waiting list of students who have met program requirements. Some programs require their students to maintain a minimum GPA; students whose cumulative GPA falls below the required minimum will be removed from the program list and referred to the Academic Support Center.*

Certain medical programs utilize a competitive admissions process.*

**APPLICATION PROCEDURES**

Students may apply to the college online through www.gacollege411.org or by submitting a hard copy application to the Admissions Office. Applications are available at all campuses and may be downloaded online at www.wiregrass.edu. A one-time $15 nonrefundable application fee is
payable in the WGTC bookstore. Applications received without the fee will not be processed.

Students should submit an official, final transcript indicating graduation date and diploma type from an acceptable accredited high school or official GED transcripts, when required by program standards (See section on Proof of Secondary Education).

An official transcript from the last accredited postsecondary institution attended is required prior to acceptance to the college to determine admission status and academic standing, as well as for advisement purposes. Official transcripts from all other post-secondary institutions attended are required for transfer credit consideration for courses taken at those colleges, for verification of English and math course completion that would allow placement test exemption, and for HOPE Scholarship evaluation; therefore, students are encouraged to provide official transcripts from all colleges previously attended.

Applicants who have not taken Compass or Asset, the college’s state-approved assessment instruments, and who have not earned acceptable SAT, ACT, or CPE scores within the past 60 months will be required to take the college’s placement test. Applicants may exempt the placement test under certain conditions (see section on Assessment).

### Proof of Secondary Education

#### Public School Graduates

Graduates of accredited public high schools must have satisfied attendance requirements, Carnegie unit requirements, and the state assessment requirements for graduation. An official transcript indicating that the student graduated with an acceptable diploma is required as verification that secondary requirements were met. High school awards that do not meet the minimum requirements, such as certificates of attendance or special education diplomas, are not considered as acceptable completion of secondary education for the purposes of admission. These students may apply for a technical certificate of credit that does not require a regular high school diploma for program admission.

#### Private School Graduates

Private schools must meet accreditation guidelines established and published by the Technical College System of Georgia.

#### Home School Graduates

Home school programs must meet accreditation requirements as specified in the approved list of accreditation agencies (see Private School Graduates) or submit documentation of home schooling that includes a letter from the local school superintendent’s office showing that the parents conformed to the requirements of the Georgia Department of Education by having:

- Notified the superintendent of the intent to home school the child prior to initiating home schooling;
- Submitted the required attendance reports to the superintendent’s office on a monthly basis as required by the regulations.

In addition to documentation of certified home schooling, applicants must present appropriate Compass or Asset placement test scores or acceptable SAT or ACT scores. Home school graduates who have not met the guidelines above may be admitted via a Presidential waiver through the Vice President for Student Affairs if the graduate shows sufficient readiness for a program. Students who seek a waiver of the academic requirements must be admitted to Wiregrass Georgia Technical College only in a Regular Admission category through placement testing or submission of acceptable SAT or ACT scores.

#### GED Graduates

An official GED transcript verifying that the student earned the GED credential is verification of acceptable secondary education.

Recognized accrediting agencies are:

- Regional accrediting associations that are part of the Commission on Colleges (such as the Southern Association of Colleges and Schools)
- Georgia Accrediting Commission (GAC)
- Georgia Association of Christian Schools (GACS)
- Association of Christian Schools International (ACSI)
- Georgia Private School Accreditation Council
- Accrediting Commission for Independent Study
- Southern Association of Independent Schools
- Florida Council of Independent Schools
- Distance Education Training Council
- A public school regulated by a school system and state department of education.
SECONDARY EDUCATION VERIFICATION REQUIREMENT EXCEPTIONS

Exceptions to the verification of secondary education requirement may be made for prospective students who have attained an associate degree or higher, or who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at an acceptable, accredited post-secondary institution. An official college transcript verifying the degree earned or credit hours completed is required.

TRANSFER STUDENTS

A student who has previously attended another postsecondary institution and who has completed less than 75 percent of a program of study at the previous institution is considered a “transfer student”. Any student wishing to transfer from another post-secondary institution must meet regular admission requirements and be in good standing at his/her former institution. Students whose academic standing was probationary at the point they left the last institution will be admitted to WGTC on academic probation. In making the admissions decision on students in academic dismissal from the last college attended, WGTC admissions staff will consider the re-admission rules of the previous college. Placement testing requirements for a transfer student may vary according to the actual courses taken at the previous institution and whether or not the student left the previous institution in good academic standing. According to the general admission requirements to programs at Wiregrass Georgia Technical College, a student who has taken and passed acceptable equivalent college level courses in English and math may exempt parts of or the entire placement test.

PROCEDURES FOR TRANSIENT STUDENTS WITH WIREGRASS GEORGIA TECHNICAL COLLEGE AS THE HOST SCHOOL

A student in good standing may be permitted to enroll as a transient student on a space-available basis at another accredited post-secondary institution in order to complete work to be transferred back to the student’s home institution. The home and host post-secondary institutions should sign a Transient Student Agreement. A new transient agreement must be completed for each quarter of attendance. A transient student should be advised in writing by the home institution concerning recommended courses.

Procedures For Transient Students With Wiregrass Georgia Technical College as the Home School

Students wishing to take a course at another accredited, post-secondary institution to be applied toward their program of study should obtain permission through a transient agreement form for each quarter in which the student plans to enroll. The student must also obtain verification of financial aid from the other college quarterly.

Students desiring to attend another college as a transient student must be in good academic standing. Wiregrass Georgia Technical College Registrar’s Office in coordination with the Financial Aid Office will initiate a transient agreement form to the host college. The same above rules apply to a transient student who designates Wiregrass Georgia Technical College as his or her home college. Transient students requesting to take online classes must apply through Georgia Virtual Technical College at www.gvtc.org.

RESIDENCY REQUIREMENT

A student’s legal residence shall determine the tuition rate paid by the student. Residency also affects financial aid eligibility. There are three residency categories: in-state, out-of-state, and non-citizen.

In-State: Students who are lawfully documented residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state residents.

Out-of-State: Students who are lawfully documented residents of the United States but do not qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for out-of-state residents.

Non-Citizen: Students who are lawfully documented residents in a country other than the United States and wish to study at Wiregrass Georgia Technical College shall pay
tuition at a rate four times that charged in-state students and fees as prescribed by the State Board.

On the application for admission, Wiregrass Georgia Technical College will require students to identify their lawful residence and may require submission of other information necessary to make a determination of a student’s legal residency for tuition rate and financial aid eligibility purposes. Certain guidelines have been established concerning how Georgia residency is determined, as well as what documents are considered as acceptable forms of verification to prove residency. To be considered a Georgia resident, the student must have physically lived in the state of Georgia for at least the past twelve consecutive months. Listed below are examples of acceptable verification. Other documents may be used in lieu of those listed at the discretion of the Director of Admissions. All documents must show the student’s name, Georgia address, and an issue date older than one year.

- A valid Georgia Drivers License which has not expired and has an exam date older than one year.
- A bill or statement with an issue date older than one year. These documents cannot be hand written and must be on company letterhead or company paper.
- A copy of the previous year’s Georgia Income Tax Return. Federal Tax return is not sufficient.
- A Voter Registration Card with an issue date older than one year.
- A public assistance check-stub notification.

Two or more forms of verification may be required in order for a residency determination to be made.

*The legal residency of the parents of students under the age of 24 is considered in determining the student’s residency status unless the student is emancipated through pregnancy, birth of a child, marriage, or financial independence (parents did not claim student on previous year’s income tax return).

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

WGTC is approved to accept international students entering or already residing in the United States under F visas for associate degree programs of study offered on the Valdosta campus only. Program offerings and approved campus locations are subject to change. Please check with the Admissions office for updated information.

1. Submit a completed Application for Admission and non-refundable $15 application fee in U.S. currency by credit card, money order or check drawn on a U.S. bank payable to Wiregrass Georgia Technical College.

2. Submit official transcripts from your high school (or GED) and all colleges attended. All transcripts must be received in envelopes sealed by the sending institution. Applicants with a college degree are not required to submit a high school or GED transcript. All Non-Citizen transcripts must be evaluated by an approved evaluation service and sent directly to WGTC. We recommend the following evaluation agencies:

Josef Silny & Associates, Inc. World Education Services (WES)
7101 SW 102 Avenue P.O. Box 745 Old Chestnut Station Miami, FL 33173 New York, NY 10113-0745
Telephone: (305) 273-1616
Telephone: (800) 937-3895
Fax: (305) 273-1338
E-mail: info@jsilny.com

Lisano International
P.O. Box 407
Auburn, AL 36831-0407
Telephone: (334) 745-0425
E-mail: LisanoINTL@AOL.com

High school transcripts or diplomas should be evaluated by the document by document evaluation method.

Students with college credit or a degree from a college or university outside the United States must submit a course by course evaluation of the transcript.

Documents not in English need to be translated.

3. Submit official scores from one of the following placement tests taken within the last 60 months: SAT, ACT, CPE, ASSET, or COMPASS.

If you are applying for, or have, an F student visa, supply the following additional documentation:

If English is NOT your first language, and you are abroad, submit official score of the Test of English as a Foreign Language (TOEFL): A score of 500 or higher on the written test, 173 or higher on the computerized version, or a score of 61 on the internet version of TOEFL is required.

Submit original financial documentation as required by the U.S. government. The school estimates it will cost $18,480 USD to study at VTC for one academic year. One academic year equals 3 academic quarters or 9 months. For one academic year:

- Tuition and Fees (estimated cost): $ 3,480 USD
Books and Supplies (estimated cost): $1,600 USD
Room and Board (estimated cost): $9,000 USD
Transportation (estimated cost): $3,600 USD
Miscellaneous (estimated cost): $800 USD

The student or sponsor must provide a bank letter verifying a minimum of $18,480 USD is available to finance the first year of education. All bank correspondence should be written on official bank stationary and certified or notarized by an officer of the bank with the bank address and telephone number printed clearly. Financial documentation must be dated within the last three months, and funds must be stated in the U.S. currency equivalent. U.S. sponsors must complete the Form I-134 Affidavit of Support and have it properly notarized. Sponsors abroad are required to submit a letter of support.

Transfer Students: If you are currently attending a college or university in the United States and wish to transfer to WGTC, notify your school’s International Office of your desire to transfer. Ask them to fill out and sign the WGTC Transfer Clearance Form and send it to WGTC’s Admissions Office, International Department. The Transfer Clearance Form is a notification procedure important to the process of transferring your SEVIS records to WGTC and the maintenance of your student status. Follow all admission procedures previously listed.

Change of Status: Students who need change-of-status or adjustment of immigration status to comply with government regulations should contact the Admissions Office, International Department, for advisement. The office can assist the eligible student with the change-of-status process and/or issue documents that enable the student to apply for a student visa.

Obtaining a Student Visa

When all academic and visa requirements are met, follow these steps to obtain a student visa:

- Obtain Form I-20 and a letter of acceptance from the school.
- Pay SEVIS I-901 Fee. Fee must be paid prior to the visa appointment with the U.S. Embassy. For payment options and further information, visit http://www.fmjfee.com/index.jhtml. Student is required to bring a copy of the SEVIS fee payment receipt (showing proof of payment) to the visa interview.
- Find the U.S. Embassy closest to your home at http://travel.state.gov/travel/abroad_embassies.html. Check the consular site to see if there are any special instructions for the consulate you will be visiting.
- Make an appointment with the embassy for the visa interview.

Arrival Information

At the port-of-entry to the U.S., the student will be interviewed again and the Arrival/Departure Form I-94 will be issued. The earliest date of entry into the U.S. that is allowed is typically 30 days prior to the start date indicated on your Form I-20. The student will not be allowed entry into the U.S. beyond the start date. The student is required to notify the International Center of arrival and make an appointment to complete U.S. Citizenship and Immigration Service requirements. An international student orientation will be provided before the term begins.

Important Information: Wiregrass Georgia Technical College will not accept faxed or photocopied documents as “official” documents.

The Admissions Office, International Department is the resource center for international students to obtain information and student services that are specific to international students. Questions concerning international admissions, visa advisement and documents, orientation, and any other issue related to the international student can be addressed to:

Admissions Office, International Department
4089 Val Tech Road
Valdosta, GA 31602 USA
Telephone: 229-333-2105
Email: bhamrick@wiregrass.edu

All admission documents should be sent to the address above.

Admission status of an applicant cannot be determined until:

- Admissions Office, International Department, has received all official documentation and has approved all documents for admission.

HOUSING INFORMATION FOR STUDENTS

WGTC does not maintain student housing.

SUMMARY OF INTERNATIONAL STUDENT ADMISSION STEPS:

Academic
• Admission application
• $15 application fee
• Evaluation of international transcripts or diplomas
• High School (document-by-document evaluation method)
• College (course-by-course evaluation method)
• SAT, ACT, CPE or ASSET scores
• COMPASS or placement test (if SAT, ACT, CPE, ASSET or college degree is not available and student is in the United States.)

Immigration F Visa Applicants
• TOEFL scores (if English is not your native or official language)
• Certified or notarized bank letter on official bank stationary in the amount of $18,480 USD (must be dated within the last 3 months)
• Affidavit of Support or letter of support
• Completion of I-901 and payment of SEVIS fee.

Transfer Students
• All of the above
• Current visa documentation
• Passport
• I-94
• I-20 or other paperwork related to current status
• Transfer Clearance Form

Change-of-Status
• All of the above (except Transfer Clearance Form)
• Form I-539
• Check or money order in the amount of $300 for Form I-539 fees

PROGRAMS FOR HIGH SCHOOL STUDENTS

Dual Enrollment
Dual Enrollment is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. The student will receive Carnegie unit credit from the high school while obtaining college credit toward the completion of a certificate or diploma program.

Students may attend full-time or part-time, depending on scheduling and the remaining minimum academic requirements for high school graduation. Dual enrolled students may receive the HOPE Grant for tuition and fees and the HOPE book allowance to help offset the cost of books for classes.

High school students who are interested in the Dual Enrollment program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a “provisional” basis. Dual Enrollment is available in all programs except for specified health occupations and other programs in which the student must meet minimum age or secondary completion requirements. Students may not take any academic core classes through Wiregrass Georgia Technical College or any other classes that duplicate classes offered at the high school.

Joint Enrollment
Joint Enrollment is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. Joint Enrollment students earn only technical college credit for the postsecondary courses taken within a technical certificate or diploma program. Joint enrollment students can qualify for the HOPE grant which pays for tuition, fees, and up to $100 for books.

High school students who are interested in the Joint Enrollment program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a “provisional” basis.

Accel
Accel is a program through which high school students may enroll in classes under the direction of Wiregrass Georgia Technical College. The student will receive Carnegie unit credit from the high school while obtaining college credit toward the completion of an Associate Degree program. Accel students can take only degree-level academic core classes that are approved by the Georgia Department of Education and the Georgia Student Finance Commission. Accel students may receive an Accel Award for tuition and fees and a book allowance to help offset the cost of books for classes.
High school students who are interested in the Accel program must be approved by the high school and must meet all minimum regular admission requirements for a program at Wiregrass Georgia Technical College. These students cannot be admitted on a “provisional” basis.

High school students who are interested in Dual Enrollment, Joint Enrollment, or the Accel program must initiate the process by contacting their high school counselor.

Articulated Course Credit
Locally signed articulation agreements are in place between Wiregrass Georgia Technical College and our area high schools for the purpose of allowing high school graduates to receive advanced technical college course credit for certain high school classes. Articulated course credit creates a “seamless” transition for high school students to bridge over to technical college programs of study while reducing duplication of work.

Within 18 months of the student’s high school graduation date, the student must meet all the college admissions requirements including submission of a high school transcript for articulated course evaluation. Students will also have to pass a subject test or assessment to receive technical college course credit. The type of subject test and passing score is determined through agreements between the WGTC faculty and high school teachers.

Credit by articulation will appear on a student’s college transcript as a grade of “AC.” It will count toward graduation requirements, but will not be calculated into the student’s institutional GPA. Diploma seeking students may be allowed to take the degree level core equivalent of a course included in their diploma program curriculum if they have the acceptable placement test scores required for the degree program.

CHANGE OF PROGRAMS AND DUAL MAJORS
Students wishing to request program changes or dual majors may obtain the required forms in the Admissions Office or the Academic Support Center. Director of Admissions will review the request and determine, based on admission requirements, if the student is eligible to enroll in the new program and whether learning support classes are required based on placement test scores. Admissions Counselors or Academic Support staff will approve or disapprove the request; if approved, the form will be forwarded to the Financial Aid Office for review and to the Executive Director of Admissions or their designee for final approval.

Note: With certain exceptions, dual programs can only be attempted at the same award level (degree, diploma or certificate).

CHANGE FROM DIPLOMA PROGRAM TO DEGREE PROGRAM
Students wishing to change from a diploma level program to a degree level program may obtain the required forms in the Admissions Office. The Admissions office staff will discuss this change with the student and check the student’s placement test scores and academic history. If the change is approved, the student will be referred to the Financial Aid office. Financial Aid staff will explain the financial aid implications of the change, check the student’s potential eligibility for HOPE Scholarship, and have the student complete a HOPE Scholarship Evaluation Form. All appropriate paperwork is sent to the Registrar’s Office for completion of the eligibility determination for HOPE Scholarship.

Students who enroll for a degree-level course without having officially changed status from diploma to degree may be responsible for any fees or other costs incurred.

DROP/ADD PERIOD
Students who withdraw from a course by the end of the third instructional day of the quarter shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the quarter shall receive no refund. In addition, courses dropped after the drop/add period will be counted as “attempted” for financial aid purposes and the student will receive a grade of “W” or a final letter grade of A, B, C, D, or F.

WITHDRAWING FROM THE COLLEGE
A student who is withdrawing from attendance at the college must confer with his or her advisor to complete a withdrawal form. The timely and accurate completion of this form is critical and may have financial aid implications. Failure of the student to complete this form and properly withdraw may affect future aid decisions as well as decisions on re-admittance. For students who withdraw without proper notification, a withdrawal form will be completed by the advisor using the best available information.

Students can withdraw from a course prior to the midpoint of the scheduled course dates of the quarter. After such date, a grade of “F” will be given if a
student does not complete a course or is found in fault of course abandonment.

GRADE REPORTS

Grade reports can be accessed by authorized users via the internet at http://banweb.wiregrass.edu. A letter academic grade and a numeric work ethics grade is issued for each course in which a student was enrolled.

GRADING SYSTEM

Evaluation of each student’s progress, conduct, and attitude is continuous. Instructors report irregularity in attendance and progress to the Dean of Academic Affairs or Vice President of Academic Affairs whereby corrective steps may be taken to assure quality training. At the end of each quarter, the achievement of each student is reported using the following system of grade assignment:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (4)</td>
<td>Excellent 90-100</td>
<td>4 Quality Points</td>
</tr>
<tr>
<td>B (3)</td>
<td>Good 80-89</td>
<td>3 Quality Points</td>
</tr>
<tr>
<td>C (2)</td>
<td>Average 70-79</td>
<td>2 Quality Points</td>
</tr>
<tr>
<td>D (1)</td>
<td>Below Average 60-69</td>
<td>1 Quality Point</td>
</tr>
<tr>
<td>F (0)</td>
<td>Failure below 0-59</td>
<td>0 Quality Points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In-Progress</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit-no credit earned</td>
<td></td>
</tr>
<tr>
<td>EX</td>
<td>Credit by Exemption</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td></td>
</tr>
<tr>
<td>AC</td>
<td>Articulated Credit</td>
<td></td>
</tr>
</tbody>
</table>

A grade of “I” (incomplete) may be issued to any student not completing all required coursework by the end of the quarter. If the incomplete “I” is not removed before the 10th class day of the following quarter, it will be recorded as a failure “F” on the student’s official transcript.

A grade of “IP,” (in progress), indicates the course continues beyond the end of the quarter. The final grade is reported at the end of the following quarter.

A grade of “W” indicates the student withdrew from school prior to completion of the course(s).

A grade of “AU” indicates the student audited the course. A student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit.

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain a standard of satisfactory progress will be withdrawn from Wiregrass Georgia Technical College.

CALCULATING GRADE POINT AVERAGE

The formula for calculating grade point average is:

The Sum of Quality Points Earned divided by the Number of Credit Hours Attempted

Quality Points Earned equals the credit hour value of a course times the value of the grade received.

Subjects receiving grades “I, IP, W, TR, AC or EX” are not included in the GPA calculation.

Students will be awarded quality points for each credit course grade according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 Quality Points</td>
</tr>
<tr>
<td>B</td>
<td>3 Quality Points</td>
</tr>
<tr>
<td>C</td>
<td>2 Quality Points</td>
</tr>
<tr>
<td>D</td>
<td>1 Quality Point</td>
</tr>
<tr>
<td>F</td>
<td>0 Quality Points</td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td></td>
</tr>
<tr>
<td>EX</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td></td>
</tr>
<tr>
<td>AC</td>
<td></td>
</tr>
</tbody>
</table>

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all courses are then added together and divided by the total credits for the quarter to obtain the quarterly grade point average (GPA).

Grades of “W” are not calculated in GPA. Hours transferred in via course exemption and/or prior credit for training are not counted in GPA.

Example:

Grade Quality Points x Credits = Quality Points Earned

A 4 x 5 = 20
B 3 x 10 = 30
C 2 x 5 = 10

Total Credits 20
Total Quality Points Earned 60
Grade Point Average = 60 / 20 = 3.0

FORFEITURE OF CREDIT

By registering for and attending courses for which the student has already received credit, a student forfeits the
previous credit in the course for graduation purposes. The student’s official grade in the course will be the one earned on repetition. Although both grades remain on the record and are computed in the cumulative grade point average, only the final grade will be calculated for the purpose of graduation requirements.

PRESIDENT’S LIST

Students who complete 12 or more credit hours (with no grades of “I”) in a quarter and achieve a 3.66 or better grade point average will be designated as honor roll students and will be recognized on the President’s List.

SATISFACTORY ACADEMIC STANDING

Students must maintain a minimum 2.0 quarterly GPA to be in satisfactory academic standing.

Academic Warning

The first quarter a student fails to earn a 2.0 quarterly grade point average, he or she will be placed on academic warning. The purpose of this warning is to alert the student that their academic performance is not acceptable and to inform them of the consequences if their quarterly GPA does not meet the 2.0 requirement during the next quarter of enrollment. The student will receive written notification, and completion of the Study Skills program through the Academic Support Center will be recommended.

Academic Probation

Students placed on academic warning must attain a minimum 2.0 quarterly GPA during the next quarter of attendance in order to remove themselves from academic warning status. Students who fail to do so will receive written notification that they have been placed on academic probation and will be required to complete the Study Skills program through the Academic Support Center. Students will be unable to register for subsequent quarters until the Study Skills requirements are met. Students on academic probation may not be allowed to participate in online or transient classes and may not graduate while on probation. Probationary status is reflected on the academic transcript.

Note: Probation and dismissal rules may differ for certain Health Occupations programs. For certain health occupations which require licensure, once program accepted, students will be required to maintain the progress standards specifically designed for their particular program. Radiology, Surgical Technology, Dental Assisting, Dental Hygiene, Practical Nursing, and Paramedic Technology require a minimum program GPA of 2.5. New students will receive a written explanation of the satisfactory progress standards for their particular program in accordance with WGTC and TCSG policies. In these programs, failure to maintain the minimum GPA would result in dismissal from the program, but not the college. Students in these programs who fail to maintain specified standards will be referred to the Academic Support Center for career assessment and advising.

ACADEMIC DISMISSAL

Students who fail to remove themselves from academic probation by attaining a minimum 2.0 GPA the next quarter of attendance after being placed on probation are subject to academic dismissal and financial aid suspension. Students dismissed due to academic deficiency must appear before the Re-admit Committee to determine their status. In certain circumstances, a student may be dismissed or suspended from an academic program or the technical college without first being placed on probation. These circumstances may include program specific GPA deficits, attendance issues, or other requirements as outlined in the program specific academic requirements. Students dismissed under the above circumstances will be required to appear before the Re-admit Committee prior to applying for readmission. Students who are dismissed due to academic or other misconduct are subject to disciplinary sanctions as outlined in the Student Conduct Code and will be required to meet with the Vice President of Student Affairs prior to applying for readmission.

Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program for 60 months, but may apply for another program in another department.

READMISSION DISCIPLINARY STANDING

The Re-admit Committee meets once per quarter to review all requests for readmission. Students must contact the Registrar’s Office to be scheduled for the Re-admit Committee meeting. Students will be notified of the date, time, and place of the meeting. Applicants for readmission are required to make a personal appearance before the committee. Those who fail to appear before the committee will not be considered for readmission. In making a determination of the student’s eligibility for readmission, the committee will consider the following criteria:

- Prior enrollment data including academic record, attendance, work ethics, conduct, input from instructors and other staff, etc.
Prospects for successful completion of the program.

Unusual or mitigating circumstances.

Other factors which may affect the student’s readmission are the welfare and safety of the student body and staff.

Upon review, they may be allowed to return on probation. As a condition to return on probation, the Re-admit Committee may recommend no future online classes, career counseling and/or career assessment in the Academic Support Center, a limit of maximum credit hours or any other action that is deemed in the best academic interest of the student. Recommendations of the Committee and the Academic Support Center, where applicable, must be met prior to readmittance. Students allowed to attend on probation will not be allowed to register for the subsequent quarter until final satisfactory grades are received. Students will not be eligible for financial aid until they have successfully completed 12 quarter credit hours, after which financial aid eligibility will be reviewed upon request.

The student will be notified in writing within 10 working days of the committee’s recommendation and of any conditions imposed on the student’s readmission. Appeal of the committee’s decision must be made in writing to the Executive Director of Admissions within ten (10) business days of notification of the Committee’s decision.

Upon readmission, the student must attain a minimum 2.0 GPA on at least 12 quarter credit hours to return to satisfactory academic standing. Failure to meet this requirement will result in a subsequent dismissal. A second academic dismissal from the same program of study will constitute a final dismissal from the program and the student must appear again before the Re-admit Committee. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

The decision to re-admit students dismissed for academic dishonesty or for other disciplinary reasons will be made by the Re-admit Committee.

**READMISSION GOOD STANDING**

Students who withdraw in good standing and who wish to re-enter must make application to the Admissions Office. Students who are dismissed for academic, attendance, or disciplinary reasons, or who voluntarily withdraw while not in good standing and desire reinstatement, may be required to make their request for re-admission in writing to the Admissions Office, and in some cases may be required to provide documentation of having completed required actions. All students who wish to change programs will complete a change of program request form and obtain approval from the academic support center, financial aid office, and admissions office. Transfer credits will be reviewed by the Registrar. A course transfer form will be completed and sent to the new program instructor. Statewide minimum admissions requirements will determine the student’s status in the new program.

**TRANSFER OF CREDIT**

Transfer credit will be considered for courses completed at an institution that meets the accreditation guidelines established and published by the Technical College System of Georgia. The student must provide official transcripts from all post-secondary institutions to the Registrar’s Office. Transfer credit will be awarded after receipt and review of an official transcript from all previous educational institutions. Transfer credit will automatically be assessed and applied for all students. Additionally, credit may be awarded for successfully completed course work for students previously enrolled at Wiregrass Georgia Technical College, provided the subject matter is the same or similar to the requirements of the program in which the student is currently enrolled. Occupationally specific courses may not be more than 60 months old when initially considered. Certain general education courses have no transfer time limitations.

Coursework accepted for credit must have been completed at a college accredited by an acceptable national or regional accrediting agency at the time the coursework was completed. Wiregrass Georgia Technical College must have documentation that the credit awarded represents postsecondary coursework relevant to the diploma or degree with comparable and appropriate course content and level of instruction resulting in student competencies comparable to those of students in the college’s programs and that the coursework was taught by faculty qualified to teach at the appropriate level. The student must have passed the course with a minimum grade of “C”, and the course must correspond in description and competencies to courses offered at Wiregrass Technical College. Transfer credit for up to 75 percent of a program of study may be applied toward graduation.

Wiregrass Georgia Technical College reserves the right to test the proficiency of students for coursework to be transferred. Therefore, Wiregrass Georgia Technical College reserves the right to disallow transfer credit if the student cannot demonstrate acceptable proficiency.

Credit by transfer will appear on a student’s transcript as a grade of “TR”. It will count toward graduation requirements.
but will not be calculated into the student’s institutional GPA

**Transcript Evaluation**

Transfer credit may be awarded for courses completed at other acceptable regionally or nationally accredited colleges or universities. Credits will be considered for transfer if:

- They are of the same content and length of the course required in the Wiregrass Georgia Technical College program, and
- A grade of C or better was earned

An official transcript from each postsecondary school is required for an evaluation. It is the responsibility of the student to provide official transcripts from each postsecondary school attended and to supply any additional information needed to complete the review. It may be necessary to provide course descriptions in order to evaluate certain courses. Generally, there is no limit for most academic core courses such as English, psychology, speech or math, but specific occupational courses will only be considered for transfer if less than 60 months old. Failure to provide necessary transcripts for determination of transfer credit prior to the end of the first quarter of enrollment may result in loss of the credit and/or a debt owed by the student if financial aid paid for a repeated course that had been previously completed successfully.

Transfer credit will be designated as “TR” on the student’s transcript and will count toward the curriculum requirements of the program. The transferred course will not count in the computation of the student’s grade-point average.

**TRANSCRIPTS**

Transcripts are a vital part of the student’s personal record. No transcript of a student’s record will be issued without the express, written authorization of the student (substituted only by authorized user requests via the internet at http://banweb.wiregrass.edu). No telephone or third-party requests will be honored by the college for information from or transmittal of the student record. In addition, the college will not issue transcripts of an official or unofficial nature if the student’s financial accounts are in arrears or if there is a disciplinary hold on the transcript.

**Transcript Requests**

Official transcripts may be requested by authorized users via the internet at http://banweb.wiregrass.edu or via paper request form at the admissions or registrar’s office.

Official copies of a student’s transcript may be mailed to a designated address or picked up at the registrar’s office. Official transcripts are designated by the WGTC Seal and the registrar’s signature. Official transcripts are provided at no charge for the first one, and $5 for additional copies, considering that the student is free of financial obligations to WGTC.

Unofficial transcripts may be viewed or printed by authorized individuals through the internet at http://banweb.wiregrass.edu.

**COURSE SUBSTITUTION**

Students may elect to take higher level academic core courses within their programs without actually converting to degree-seeking status. A course may be taken as a substitute for a regular diploma-level course but cannot be taken as a substitute if the diploma-level course has already been taken.

Although students using this option do not have to be degree-seeking, they do have to meet the minimum entrance level scores on the placement test for the degree-level course. Students who entered Wiregrass Georgia Technical College on the basis of satisfactory SAT or ACT scores may also be eligible for course substitution. Financial aid will not be affected by the proper substitution of courses.

Students who do not have the minimum scores required to take degree courses and who have not otherwise met the admission requirements for degree-level courses cannot register for these courses. However, they may schedule a placement test in the Admissions Office and attempt to obtain scores necessary on the relevant section of the placement test. A student who registers for a degree-level course without meeting the minimum requirements will be withdrawn from those classes.

Courses that are allowed as substitutes for diploma level courses are:

- ENG 1101 - Composition and Rhetoric
- ENG 1102 - Literature and Composition
- ENG 1105 - Technical Communications
- ENG 2130 – American Literature
- MAT 1111 - College Algebra
- PSY 1101 - Introduction to Psychology
- *BIO 2113 - Anatomy and Physiology I
- *BIO 2114 - Anatomy and Physiology II
* Diploma students who wish to substitute the degree-level “Anatomy and Physiology” must pass both courses with a grade of “C” or better to satisfy the diploma requirements.

GENERAL EDUCATION

Rationale: General education requirements for degree seeking students must provide a broad knowledge in communication, humanities and/or fine arts, social and/or behavioral sciences, and natural science and/or mathematics. This breadth of knowledge transcends simply the basic and advanced technical skills that may be required for entry into a chosen profession. A well-rounded general education at the collegiate level in the twenty-first century prepares graduates with an ability to communicate, both orally and in writing, a capacity to appreciate natural science and creative art, and an understanding of appropriate mathematical concepts. In addition, the general education requirements for all programs will support success in the workplace and in the society, so as to facilitate the achievement of lifelong learning.

GRADUATION

Diplomas will be awarded at four graduation exercises, scheduled shortly after the start of each academic quarter. Student participation in graduation exercises is strongly encouraged. To be eligible for graduation, students must have completed all college and program requirements satisfactorily and be in good academic standing having at least an overall grade point average of 2.0 (2.5 for designated medical licensure programs). Students who have met all program requirements with a graduation GPA of 3.66 or better will be designated as honor graduates. All financial obligations to the college must be met prior to graduation. Students may not participate in graduation exercises until all requirements have been met.

It is the responsibility of the student to apply for graduation by completing an “Application for Graduation” no later than the end of the second week of the last quarter of enrollment. These forms are available from the Student Affairs Office or online at www.wiregrass.edu. Diplomas will be mailed to all graduates.

WARRANTY OF GRADUATES

The Technical College System of Georgia (TCSG) guarantees the skills of its students for two years after they graduate from a degree or diploma program of study. Graduates who are found to be deficient in one or more competencies as defined in the curriculum standards can retake the related course work at no instructional cost to the graduate or employer, at any TCSG institution within the state. This warranty applies only to graduates who are employed in their fields of training. Contact the Academic Affairs office for more information.

CAREER PLACEMENT AND FOLLOW-UP

The purpose of Job Placement/Career Services at Wiregrass Georgia Technical College is to assist graduates, and current students in locating gainful employment in their field of study or other chosen area, and to partner with business and industry to provide qualified applicants. Working with local employers, the Georgia Department of Labor, and other professional organizations, the Job Placement/Career Services Staff provides students with information about available openings. Jobs are posted on the Job Placement Bulletin Boards, and shared with faculty, students, and graduates. They are posted on the college website.

ACCESS TO STUDENT RECORDS

Student records will be maintained by the Registrar.

The college will abide by the following guidelines concerning student records:

- Inform students and parents of students of their rights concerning records kept by WGTC;
- Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- Nondisclosure of personally identifiable information from the educational record of a student without the prior written consent of the student; and
- Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of the student.

The following information will be kept by the Registrar and will remain in the student’s academic file:

- The official academic transcript;
- The original application for admission;
- Secondary and post-secondary official transcripts;
- Application for graduation and/or degree;
- Official notice of admission;
- Evaluation of transfer credits; and
- Memoranda or correspondence pertaining to:
• Registration form;
• Grades, grade changes, explanations, and special course descriptions;
• Drop/Add, official withdrawals; and
• Special honors or special problems.

As a general rule, all academic files are kept for five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely. (As technology and governing regulations allow, certain of these documents and files may be stored electronically and in off-campus locations.)

ACADEMIC SUPPORT CENTER

The philosophy of Wiregrass Georgia Technical College is that a student’s career path should be one suited to him or her and that each student should receive the guidance and support needed to succeed academically, from the initial quarter of enrollment through graduation. The Academic Support Center (ASC) is designed to support these goals, providing individualized guidance to students from the time they attempt to select a program of study to the time they receive their degree, diploma, or certificate. Services offered through the Academic Support Center include career counseling, career assessment, short term remediation, tutoring services, personal counseling referrals, substance abuse awareness, and services to students with disabilities.

Career Counseling

Career counseling is available upon request to both potential and current students. Counseling sessions provide individuals with the information necessary to make more realistic and informed choices about careers. Career counselors meet with students to review all program options (including wage data), discuss the students’ interests, academic history, work history and other areas of concern. Information available to students includes: Extensive information on individual programs of Study Employment trends and salary ranges from regional and national sources including GCIS Meetings with and shadowing of program coordinators or student mentors Career assessment (interest and/or aptitude testing).

Career Assessment

A person’s success in a given field depends on his or her interest in the field and on his or her potential to learn and excel in that area of work. Standardized career assessment is available to assist students in exploring career opportunities by discovering their interests, aptitudes and abilities in different types of employment. Career Assessment Tools currently being utilized to assist the student and counselor in making an informed career path choice include Career Scope, Georgia Career Information System (GCIS), and GA College 411.

Short-Term Remediation

Many students taking the placement test fail one or more sections by only a few points. Many of these students do not need a full quarter of remediation through Learning Support; they simply need to be refreshed in areas with which they were familiar in the past, but have forgotten over time. The Academic Support Center offers brief tutorial sessions, free of charge, to students whose placement test scores fall below the requirements for their program of study in one or more areas of the test, if time permits prior to the beginning of the subsequent quarter. After receiving prescribed assistance, students are allowed to retest (a $5 retest fee per section applies). Students earning the required scores on the retest will not be required to take a Learning Support class. Students who do not earn the minimum scores required by their program will be required to enroll in the appropriate Learning Support classes and will receive more extensive remediation.

Tutorial Services

Students who are experiencing difficulties in courses may request special tutorial assistance. This assistance is provided at no cost to the student and is based on services provided by volunteer or paid tutors. Tutors are usually employees or students of the institution who want to assist others in their quest for an education by devoting off duty time to help with mastering competencies.

When students desire assistance, their first step should be to contact the course instructor. Often, the instructor can assist the student after class and at a mutually convenient time. Sometimes, however, another point of view regarding a competency is helpful. In those cases, the instructor should be contacted with a tutorial request. The instructor will work with the Academic Support Center to locate a volunteer tutor, and will provide the student with the available tutors name, schedule, and location information.

Self-Help Website Information

Stations have been established within the ASC for those students needing assistance in specific areas of study, and who wish to help themselves to the information available on free tutorial websites. Multiple sources of excellent tutorial
assistance are available on virtually every subject and provide a tremendous source of academic assistance for our students.

**Assistance to Students on Academic Dismissal**

Students in academic dismissal, as a part of the re-admit process, may be directed to contact the ASC to schedule an appointment for career counseling, which can include interest and aptitude testing to help determine whether or not the student should remain in his or her current program of study. Upon request of counseling, ASC staff will meet with the student, review his or her academic history, and suggest appropriate remediation and/or that the student consider changing to a program of study to which he or she is better suited. For students required to appear before the re-admit committee, consideration will be given to Career Scope results and the recommendations of ASC staff.

**Services to Students with Disabilities**

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

- Assistive technology (e.g. magnification software, hearing amplification devices, electronic readers)
- Extended time for class/work projects/tests (extended time is not allowed for course criteria that require time as part of the competency; for example, typing speed of 25 words per minute)
- Preferred seating in classrooms
- Permission to use audio tapes for classroom lectures
- Sign language interpreters

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students should contact the Special Populations/Disabilities Coordinator. If the Coordinator is not available, students may contact the Executive Director for Student Support, the Director of Retention or the Academic Support Center.

**Services to Students in Special Populations**

Wiregrass Georgia Technical College provides support services for students who are in special population categories including single parents, displaced homemakers, economically disadvantaged, non-traditional (students enrolled in programs non-traditional for their gender), ESL students (students whose first language is not English) and students with disabilities. Lunch and Learn sessions are offered free of charge to special population students and are designed to help build a range of skills including financial management and planning, nutrition basics, study skills, stress management, and parenting skills. Sessions begin at 12:00 noon and last about 50 minutes. Email announcements and flyers are used to notify students of upcoming events. For information on this and other services, students should contact the Special Populations Coordinator.

**Lunch and Learn**

Lunch and Learn programs are designed to help students build a range of skills including financial management and planning, nutrition basics, study skills, stress management, and parenting skills. Sessions last about 50 minutes and are offered at 12:00 noon. Flyers and announcements notify students of upcoming events. Lunch and Learn sessions are free of charge to currently enrolled students. These sessions are organized and conducted by the Special Population Coordinator.

**Personal Counseling Referrals**

Regardless of a student’s potential for success, other factors may interfere with his or her academic achievement. Difficulties in personal matters such as substance abuse, depression, anxiety, marital problems and other areas can have a negative effect on a person’s performance. To assist students in obtaining the help needed to deal with such issues, the college offers confidential referrals for professional counseling through outside agencies and organizations. Students in need of referral assistance should contact the Disabilities Coordinator. If the Coordinator is not available, students may contact the Executive Director of Student Support, Director of Retention or staff in the Academic Support Center.
Substance Abuse Awareness

Wiregrass Georgia Technical College provides students and faculty with opportunities to receive information on drug and alcohol abuse. While WGTC does have a Zero Tolerance policy on drugs and alcohol, we provide information and confidential referrals for professional assistance to those suffering from the disease of addiction.

Persons requiring accommodations due to a special need should contact the Disabilities Coordinator or his/her designee.

ASSESSMENT

The Placement Test

The ability of a student to succeed in an occupational program at a technical college is greatly determined by the math and language skills he or she possesses. Wiregrass Georgia Technical College is committed to ensuring that our students possess the academic skills necessary to reach their career goals. Therefore, all students applying to Wiregrass Georgia Technical College must be assessed prior to acceptance to a program of study. Students will then be admitted in accordance with the admissions policies. Wiregrass Georgia Technical College utilizes COMPASS, published by ACT, as its primary state approved assessment instrument for testing applicants for program readiness. For applicants that are uncomfortable with taking computerized tests, or in certain other situations, Wiregrass Georgia Technical College offers ASSET, another state approved instrument published by ACT.

COMPASS consists of a series of four tests: Writing, Reading, Numerical Skills and Algebra. This test is an un-timed, multiple choice examination given by computer. Algebra scores are required only for Associate Degrees and certain other programs of study identified in the program section of this catalog. All other programs require a Numerical Score. Sample test questions may be viewed online at: http://www.act.org/compass/sample/index.html. Students may also review sample test questions and answers for any or all sections of the test at: http://www.testprepreview.com/compass_practice.htm.

ASSET consists of a series of four tests: Writing, Reading, Numerical Skills and Elementary Algebra. These tests are paper and pencil multiple choice tests, with each section timed at 25 minutes. Elementary Algebra scores are required only for Associate Degrees and certain other programs of study as identified in the program section of this catalog. All other programs require a numerical skills score.

Applicants approved for testing will receive a testing permission slip from the Admissions Office. This slip, along with a valid photo ID, must be presented to the Testing Center to gain entrance to testing. Applicants who do not possess a photo I.D. may notify the Admissions Office in advance of the testing date and prove identification through a combination of birth certificate, social security card, and other forms of identification.

Students who earn the required placement test scores on all sections of the placement test and who meet other admissions requirements are classified as regular admit students and may register as such. Students who do not earn the required placement test scores on one or more sections of the test will be given the opportunity for free short-term remediation through the Academic Support Center, if time permits prior to the beginning of the subsequent quarter. When remediation is complete, usually within one month, students may retest on the applicable section or sections (a $5 retest fee per section will apply).

If, after remediation, regular admit scores are earned, students may register per guidelines for regular admit students. Students whose scores still fall below regular admit status will register for the appropriate Learning Support classes for their first quarter of enrollment. Learning Support courses are designed to prepare students to be successful when they enter their regular core and occupational classes. At the completion of the student’s quarter in Learning Support, he or she may retest on the appropriate section(s) of the placement test. If minimum placement test scores are earned, the student may register as a regular admit student for his or her subsequent quarter of enrollment.

If regular admit scores are not earned, the student will repeat the Learning Support class or will move to the next Learning Support class in the sequence. Academic Support and Learning Support staff members are eager to assist students in achieving their academic goals.

Post-Test Orientation

Applicants are notified immediately after the testing session of their scores and admission status. Each student is given a copy of his or her score report and the next steps of the admissions process are discussed.

Exemption from Placement Testing

Students with acceptable SAT, ACT, Compass or ASSET scores no more than sixty months old may exempt the placement test. If a student’s Compass or Asset placement test scores are over five years old, they are considered to be invalid and the student will be required to retest. Students
will not be required to pay the $5 per section retest fee if their test scores are invalid due to age.

Official transcripts from an accredited institution approved by the United States Secretary of Education documenting equivalent program-level English and math coursework successfully completed (i.e. a grade of “C” or better was earned) at other post-secondary institutions may be used to document a student’s basic education skills and eliminate the need to complete that portion of the assessment instrument. Equivalent coursework includes coursework of the same or higher level (e.g. algebra or calculus coursework may exempt the student from taking the equivalent or lower level of the math portion of the placement test).

**Test of Essential Academic Skills**

As part of the competitive admissions process for the Practical Nursing program, applicants must take the Test of Essential Academic Skills (TEAS) in addition to achieving regular admission scores on the placement test. Students will be scheduled for the TEAS only after achieving the minimum placement test scores for the program. The student must meet or exceed the national average score at the time of testing to be considered for entry. The top scores will be selected for entry.

Each quarter, the Nursing Department at Wiregrass Georgia Technical College will provide permission slips, along with written instructions regarding testing fees, registration location, sign-up period, etc., to students eligible to take the Test of Essential Academic Skills (TEAS). A student may present his or her permission slip to register for the test. The registration fee will be $40. The student will receive a receipt, which must be presented, along with picture ID, to gain entrance to the testing center. Any student appearing without valid picture ID will not be allowed to test.

Applicants will be notified of conditional acceptance as soon as all the TEAS results are completed. Official acceptance will be determined after the last day of the quarter and all grades are entered. Applicants who are not selected for admission may elect to re-submit an application for the following entry date and are considered with the next applicant pool. Applicants are allowed up to three attempts to enter before career counseling is required. (See page 143 for more information)

**GED TESTING**

Wiregrass Georgia Technical College is an official General Educational Development (GED®) Testing Center. The GED tests are developed by the General Educational Development Testing Service (GEDTS) of the American Council on Education and are designed to provide an opportunity for adults who have not graduated from high school to earn a high school level educational diploma. The GED tests measure the major academic skills and knowledge associated with a high school program of study, with increased emphasis on workplace and higher education. GED credentials are accepted by industry, government, licensing boards, colleges and universities, and employers as the equivalent to a high school education.

The GED test consists of five parts covering the following subject areas: Language Arts Writing, Language Arts Reading, Social Studies, Science, and Mathematics. Partial tests are administered throughout the month in day and evening sessions, with all five sections of the test offered approximately twice per month. Pre-registration and advance payments are required. For more information concerning the Adult Education and GED Programs, contact the Valdosta Adult Education Department at (229) 333-2123 or the Ben Hill-Irwin Adult Education Department at (229) 423-8200.

**STUDENT ORGANIZATIONS AND ACTIVITIES**

Student organizations and activities are an integral part of student life at Wiregrass Georgia Technical College and are strongly supported by the faculty and staff. Because the faculty and staff believe that a student’s academic life is greatly enhanced through involvement in activities that develop and promote professionalism and interaction with other students, students are strongly encouraged to participate in one or more of several student professional organizations supported by the college.

**Student Leadership Council**

Student Leadership Council (SLC) is a representative body of students composed of students from each diploma and degree program at Wiregrass Georgia Technical College. The members are trained to foster the general welfare of students through committee work, volunteer experience, and leadership skills training. Composed of representatives from each instructional program, governed by the SLC Constitution, and led by a staff of elected student officers, SLC voices students’ issues concerning school policy, rules, and practices. SLC also provides activities open to the entire student body each quarter. By assisting other student organizations, SLC is able to serve the WGTC student population. SLC has a state-level affiliation with the Statewide Student Leadership Council of Georgia’s Technical Colleges.
Skills USA

SkillsUSA is a professional student organization that consists of students from technical, health occupations, and business programs. SkillsUSA members participate in activities that promote leadership and professionalism through competitive events at the local, state, and national levels, as well as through various community service functions each year. SkillsUSA has a state and national level affiliation with SkillsUSA, Inc. SkillsUSA leadership consists of elected student officers and faculty advisors.

Phi Beta Lambda (PBL)

PBL is the college counterpart of the secondary level Future Business Leaders of America and consists primarily of students in business programs. PBL members organize and sponsor various activities on and off campus that promote leadership and professionalism. PBL members also participate in competitive events at the local, state, and national levels. WGTC has a state and national level affiliation with PBL, and their leadership consists of club officers and faculty advisors.

Delta Epsilon Chi (DECA)

DECA is the college counterpart of the Distributive Education Clubs of America in high schools and consists primarily of students in the Marketing Management program. DECA gives students the opportunity to match skills and knowledge with Marketing students at other colleges in areas such as management, decision-making, sales presentations, advertising, speech-making, individual research, and other areas related to the field of training. DECA members participate in competitive events at the local, state, and national levels that promote professionalism and leadership. WGTC has a state and national affiliation with DECA, and its leadership consists of club officers and a faculty advisor.

Society of Radiologic Technology Students

The Society of Radiologic Technology Students is composed of students in the Radiologic (X-ray) Technology program. Students compete in local and state competitions designed to promote technical and leadership skills in categories related to the education and training received in the program.

Association of Surgical Technologists Student Association (ASTSA)

The Association of Surgical Technologists Student Association promotes leadership and education for program surgical technology students through planned activities within Wiregrass Georgia Technical College and through planned seminars around the state and nation. ASTSA is nationally affiliated with Association of Surgical Technologists.

National Technical Honor Society (NTHS)

NTHS is an organization for honor students where membership is by invitation only. Full-time and part-time students are recommended for membership by their instructors, approved by the administration, and must meet local and national membership standards. Membership is determined by overall grade-point-average, work ethics, and professionalism. WGTC has a state and national affiliation with NTHS and is governed by selected student officers and a faculty advisor.

Student American Dental Hygiene Association (SADHA)

The Student American Dental Hygiene Association is an organization for students enrolled in the Dental Hygiene program. This organization supports student participation in networking, clinics, and competitions. SADHA is a component of the American Dental Hygiene Association, a constituent of the Georgia Dental Hygienists’ Association, and is affiliated nationally with Sigma Phi Alpha. SADHA is governed by student officers and a faculty advisor.

Dental Assisting Technology Student Organization (DATSO)

The purpose of DATSO is to advance the science of dental assisting technology. Students enrolled in the Dental Assisting program have the opportunity to participate in this organization. This group works to promote public awareness of good oral health, provide community service during dental clinics, and improve student awareness of the profession. The organization is affiliated with the Georgia Dental Association for Expanded Functions (GDA) and the American Dental Assistants Association (ADAA).

Wiregrass Georgia Technical Collegiate Fellowship (WGTCF)

All Wiregrass Georgia Tech students are invited to join and participate in the activities of the WGTCF. The purpose of the organization is to provide members with opportunities to grow, learn, and develop in Christian faith and fellowship. WGTCF members participate in local ministries and in community activities, such as service to The Haven and area nursing homes. This organization is affiliated with the VSU Baptist Collegiate Ministries.
CAMPUS AMENITIES

The four main instructional campuses for Wiregrass Georgia Technical College offer amenities to students, faculty, and staff and create an opportunity for on campus social interaction.

Each campus location offers student lounge areas for study, to congregate, and hold meetings. Additionally there are food and snack areas located on each campus. Vending machines are placed in public gathering areas. Some locations offer wireless connectivity.

Food Services

Valdosta Campus Student Center and “Upper Crust” Student Lounge

The student center is located between buildings 200 and 700. The lounge provides a comfortable place for students to eat, meet, and mingle, or to just relax between classes. The lounge offers seating inside, outside on the open patio, or outside under the covered patio. The Upper Crust is a full kitchen providing breakfast, lunch, and dinner options. In addition, the student center houses the office of the Campus Life coordinator and the student leadership council.

Ben Hill-Irwin Campus

The Ben Hill-Irwin Campus Building 800 has an ultra modern high tech student lounge with televisions, a cyber-café, vending machines, and microwave. In addition, there are study areas in the student lounge and on the patio adjacent to the student center. Building 100 has a television, vending machines, microwaves, and areas for food service use. Additionally, outside Building 100 is a covered gazebo where students enjoy meeting, studying, relaxing, and eating.

Coffee Campus

The Coffee Campus has an open area for studying, eating, and computer usage. Adjacent to this area is a covered patio with picnic tables and benches for relaxing and use during class breaks. Vending machines are located in this area as well.

Cook Campus

A snack area and student lounge area is located in the middle of the main building and provides vending options as well as a microwave for student use. In addition, there is outside seating available when the weather permits.

Bulletin Boards and Posters

The Student Affairs Department maintains financial aid information, job opportunities, registration information, club information, and other current items of interest on several bulletin boards located around all campus locations. Career Services also maintains listings of jobs on the college website. Posters announcing special events and services are placed strategically throughout the college in an effort to keep the student body informed. All postings must be approved through Student Affairs.

Telephones

Office phones are not for student use. A phone is located on the Valdosta campus in the student center adjacent to building 700 and is available to students for local calls only. Telephones are located on the Ben Hill-Irwin Campus across from the student center and on the Coffee Campus in the student center. Otherwise, students needing assistance requiring use of a telephone should ask any department secretary to assist them with making the emergency phone call.

Lost and Found

Each campus provides a point person for lost and found items. The Valdosta campus location is the library in Building 700. The Cook, Coffee, and Ben-Hill-Irwin campus locations for lost and found are the main receptionist desk. Articles not claimed within 30 days are given to an appropriate charity.

Bookstore

The bookstores are owned and operated by the college and are located on the Valdosta, Cook, Ben Hill-Irwin, and Coffee campuses. The stores provide required texts, supplies, and a variety of logo and gift items. Normal operating hours are posted at each location and are subject to change during holidays, quarter breaks, and at the beginning of the quarter.

Current booklists are available online prior to the beginning of each quarter. Information regarding title, author, ISBN, and pricing (when available) is listed alphabetically by course number.
Library

The mission of the Library/Media Services Center at Wiregrass Georgia Technical College is to stimulate a desire for life-long learning in users by ensuring the diverse academic and individual needs of students as well as the instructional, professional, and individual interests of faculty/staff are met by providing a current and relevant collection, state-of-the-art technology, and services that support the mission of the college to all campuses.

The Valdosta campus library is a 7,200 square foot facility with spacious reading and study areas. The new facility located in Building 700, Room 7147A contains three study rooms, eight study carrels, a classroom, and a conference room. The library maintains a variety of learning resources readily accessible to faculty, staff, students, business and industry, and the general public. Library resources include items from open stacks, a reserve area, and twenty-two computers with Internet access, over 130 periodical titles, and availability of interlibrary loans. The hours of operation for the Valdosta campus library are from 7:30 a.m. until 9:00 p.m., Monday through Thursday, and 7:30 a.m. until 12 noon on Friday. Students, faculty, and staff have access to the library with a current WGTC ID card. In addition, current students, faculty, and staff have full privileges to Valdosta State University (Odum) Library.

The Lewis I. Brinson, Sr. Library is located in room 101 of the Ben-Hill Irwin Campus. It is housed in a 3,172 square foot room with seating for 29 students. A computer lab accommodates ten students. Library resources include items from open stacks and 52 periodical titles with the availability of interlibrary loans. The hours of operation are as follows: Monday through Thursday 8:00 a.m. until 8:00 p.m.; Friday 8:00 a.m. until 12 p.m. In addition, current students, faculty, and staff have full privileges to the South Georgia College (Smith) Library.

The Coffee Campus Library, housed in a 350 square foot facility, is located in room 180. Library resources include items from open stacks and 41 periodical titles with the availability of interlibrary loan. The library reading and study areas can seat ten students. Current students, faculty, and staff also have full privileges to the South Georgia College (Smith) Library. Hours of operations are Monday through Thursday 8:00 a.m. until 8:00 p.m., and Friday 8:00 a.m. until 12 noon.

The Cook County library resource center is located at the Cook County Workforce Development Center (CCWDC) in Sparks, Georgia, Room 112. Materials are available at all hours of operation through staff members located at the front desk of the facility. Scheduled library hours are posted and announced on a quarterly basis for the center.
FINANCIAL INFORMATION

Wiregrass Georgia Technical College believes that the primary purpose of student financial aid is to provide assistance to students who, without such assistance, would be unable to attend college. The main responsibility for educational financing is the obligation of the student and his/her family.

In most cases financial aid is awarded to eligible students on the basis of financial need. Exceptions are scholarships, which have been provided by donors for the purpose of recognizing academic promise or achievement, and the Georgia HOPE Scholarship and Grant. Students may be eligible for more than one type of financial aid. Special Admit students are ineligible for any federal or state financial aid. The college does not participate in any education loan programs.

Students may apply online for the federal Pell Grant and Georgia’s HOPE Program at http://fafsa.gov or for HOPE at http://www.gacollege411.org. Applications, computers, and assistance are available in the Financial Aid Office.

FINANCIAL ASSISTANCE

The determination of financial need is provided to Wiregrass Georgia Technical College electronically through the use of the Free Application for Federal Student Aid (FAFSA). Financial aid is available in the form of federal and state grants, scholarships, federal work-study, and private sources. Information can be obtained online at http://federalstudentaid.ed.gov and www.gacollege411.org.

All students applying for financial aid should complete the FAFSA. A FAFSA booklet can be requested by calling 1-800-433-3243 or 1-319-433-3243. The completed application must be mailed in the envelope provided. The FAFSA can also be filed electronically at www.fafsa.gov (which is the fastest and preferred method); or lastly through FAFSA on the Phone by calling 1-800-433-3243 to speak with a Federal Student Aid Information Center (FSAIC) customer service representative. The information reported must be accurate and is subject to verification. High school students and students possessing a bachelor’s degree (or higher) should apply for financial aid by completing the GSFAPPS.

Application for aid must be completed each academic year. The academic year begins on July 1 and ends on June 30. All applications for the current year must be completed and processed by the end of Spring Quarter of that year. Students wishing only to participate in Georgia’s HOPE program may apply online at http://www.gacollege411.org. Students can access all necessary forms for financial aid in the Financial Aid Department or by download at http://www.wiregrass.edu.

General Eligibility Requirements — Who Gets Aid?

Most students receive some type of financial aid. To receive federal and state financial aid a student must meet eligibility requirements:

- Be enrolled as a regular or provisional student in an eligible certificate, diploma or degree program of study and meet all specific program requirements;
- Be a U.S. citizen or eligible non-citizen;
- Demonstrate financial need (not applicable to the HOPE Programs);
- Be at least 16 years of age;
- Have earned a high school diploma or equivalent;
- Not hold a bachelors degree (not applicable to the HOPE Grant);
- Maintain satisfactory academic progress;
- Be registered with the Selective Service (Males 18 years of age and older); (or show proof of registration);
- Not be in default on a federal student loan or owe a refund on a previously received grant; or have completed all requirements of a satisfactory payment arrangement (this option will not restore HOPE eligibility); completed an acceptable rehabilitation plan, or have an approved loan consolidation;
- Agree to use any funds received for educationally related purposes only;
- Certify that he/she will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while receiving financial aid;
- Must not be recently convicted on felony drug related charges.

Federal Financial Aid Programs

Federal Pell Grant

Wiregrass Georgia Technical College participates in the Federal Pell Grant program. Pell Grants are awarded to students who do not have a bachelor’s or professional degree and are enrolled in a certificate that is at least 480 clock hours: diploma, associate degree, or eligible technical certificate. The Federal Pell Grant Program is the largest
federal student aid program available. Unlike educational loans, grants do not have to be repaid. To determine eligibility, a student must submit an application for federal student aid on an annual basis. The Department of Education uses a standard formula revised and approved annually by Congress, to evaluate the information reported when applying for a Pell Grant. The amount actually awarded will depend on enrollment status (full-time or part-time), length of annual enrollment, and the cost of education. Early application is encouraged to ensure availability of funds for enrollment. The Pell Grant is not available to students who are accepted as a special student or as learning support, or who is concurrently attending two or more colleges as a regular student.

Federal Student Aid Verification

It is the policy of Wiregrass Georgia Technical College to verify all Student Aid reports selected by the central processor for verification. This verification procedure will be conducted in compliance with the latest regulations published by the U.S. Department of Education in the Title IV Student Financial Aid Handbook.

Applicants selected by the central processor for the verification process will be notified by the Financial Aid Office as to the documentation they will be required to provide. The Financial Aid Office must receive all documents within 45 days of the date of notification. Applicants who do not provide all of the requested documentation will be considered as not eligible for the Pell Grant or any other Title IV Aid Programs. Students will be notified of the results of the verification process.

Federal Supplemental Education Opportunity Grant (FSEOG)

Grant recipients with exceptional financial need may be eligible for the FSEOG which is a campus-based program administered through the Financial Aid Office. The award amount is contingent upon the availability of FSEOG funds, and the amount of other aid received by the student. Eligible students are processed first by selection of those with the lowest Expected Family Contributions (EFC) attending at least half-time and making satisfactory academic progress. The FSEOG Grant is not available to students whose admission status is learning support, or students who are concurrently attending two or more colleges as a regular student.

Federal Work-Study (FWS)

Federal Work-Study (FWS) is a campus-based program that provides Pell Grant applicants with part-time employment to assist with the cost of their college education. The Federal Work-Study (FWS) is a campus-based program that provides Pell Grant applicants with part-time employment to assist with the cost of their college education. Students must be enrolled in a diploma or an associate degree program and attending classes to be eligible. Students must be enrolled at least half-time and demonstrate financial need based on their official EFC and the cost of attendance. Students normally work 19 hours per week and income from work study and all other aid cannot exceed their cost of attendance for any given quarter. FWS pay rate may vary based on place of employment and type of work. If at all possible, students are employed on campus in jobs related to their area of study. Any interested students should check the Wiregrass Tech Job Listings and apply in the Human Resources Office. The FWS is not available to students whose admissions status is learning support, or students who are concurrently attending two or more colleges as a regular student.

State Aid Programs

HOPE Scholarship and Grant Program – Helping Outstanding Pupils Educationally

The HOPE Grant program, funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission, provides financial assistance to qualified Georgia students and active duty military personnel stationed in Georgia and their dependents. (See Georgia Residency Requirements section below for more information on residency eligibility requirements.)

The HOPE grant pays for tuition and mandatory fees and a book allowance of either $50 (five credits or less) or $100 (six credits or more) per quarter on certificate and diploma program. The HOPE Grant will pay for up to 95 quarter hours or 63 semester hours of study (except for programs longer than 95 quarter or 63 semester hour; in such cases the HOPE Grant will pay the number of hours required by the program of study, up to a maximum of 130 quarter hours or 86 semester HOPE Grant paid hours).

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 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 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 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. However, such 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.

The HOPE Scholarship program, also funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission, is a merit-based scholarship program with specific academic and grade point average (GPA) requirements, for students seeking associate degree level programs. The HOPE Scholarship provides financial assistance to qualified students who previously graduated from a HOPE-eligible high school or completed a HOPE-eligible home study program since 1993. Entering freshmen graduating with college preparatory curriculum must have a minimum of a 3.00 cumulative GPA on a 4.00 scale in order to meet the academic requirements as a HOPE Scholar, and career/technology curriculum track graduates must have a minimum of a 3.20 cumulative GPA on a 4.00 scale. The student’s GPA is reported by the high school to the Georgia Student Finance Commission by July 1 of each year.

A student who, in 1997 or later, graduated from a high school that is not an eligible high school or completed a home study program that is not an eligible home study program, may receive HOPE Scholarship payment as an entering freshman if such student earns a 3.00 Postsecondary Cumulative GPA after having accumulated 30 semester or 45 quarter attempted-hours of degree credit and meets all other HOPE Scholarship requirements, including GPA checkpoints.

A student who graduates from an ineligible high school completes an ineligible home study program or earned a GED diploma that was awarded by the Technical College System of Georgia after June 30, 1993, may qualify for the HOPE Scholarship as an entering college freshman if such student earns a score from a single test administration in or above the national composite 85th percentile on a standardized test such as the SAT or ACT tests.

Eligibility for the HOPE Scholarship is determined in the Registrar’s Office by designated staff. Applications for HOPE Scholarship evaluation must be submitted to the Registrar’s Office. Official transcripts must be received from all previously attended post-secondary schools prior to the HOPE Scholarship evaluation being processed. All previous degree level course work counts in a student’s attempted-hours and towards their GPA. Students may be required to provide additional residency verification for HOPE Scholarship. (See Georgia Residency Requirements section below for more information on residency eligibility requirements.)

Eligible students receive first-year HOPE assistance for the first 45 quarter hours attempted. HOPE Scholarship eligibility is checked at the 45th, 90th, and 135th quarter hour marks, called tiers, to see if the student is still meeting HOPE Scholarship standards. Additionally, GPA is checked at the end of each spring quarter. If the student loses the HOPE Scholarship at the first check point due to GPA dropping below 3.0, he or she is eligible to reapply for HOPE Scholarship at the 90th or 135th attempted quarter hour mark, provided the cumulative GPA is a 3.0. Regardless of the funding source, once a degree seeking student has attempted 190 quarter (127 semester) hours of degree credit, or has received any combination of HOPE Scholarship, HOPE Grant and/or Accel Program payment for a combined total of 190 quarter (124 semester hours), or has earned a baccalaureate (four-year) degree, the student is no longer eligible for the HOPE Scholarship/Grant program.

For complete regulations and definitions regarding the HOPE Scholarship/Grant program, go online to, https://www.gsfc.org/gsfncnew/SandG_regs_2009.cfm, or gacollege411.org, or call the customer contact center at 1-800-505-GSFC (4732) or (770) 724-9000 in Metro Atlanta. GSFC’s mailing address is 2082 East Exchange Place, Tucker, Georgia, 30084.

Georgia Leveraging Educational Assistance Partnership Grant Program (LEAP)

LEAP is a campus-based grant that provides aid to residents of Georgia who demonstrate substantial financial need of at least $2,000. The award amount is contingent upon the availability of LEAP funding.

Other Financial Assistance

WIA Workforce Investment Act

The Workforce Investment Act (WIA) is a federal grant program that pays training costs for economically disadvantaged individuals and dislocated workers. Training costs can include tuition, books, insurance, tools, and uniforms. In addition, a stipend is available to help defray the cost of childcare and transportation. The WIA grant may be received in conjunction with Pell and HOPE Grants. Applicants must complete the assessment and eligibility process at Wiregrass Georgia Tech’s WIA Office in Building 100, Room 111B or meet with the WIA representative assigned to each campus location.

Veterans Benefits

Wiregrass Georgia Technical College is approved for veterans’ training under U.S. Code 38. Eligible persons should complete an application through their local or regional Veterans’ Administration (VA) Office. The VA coordinator in the Financial Aid Office is available to assist applicants in filing for educational benefits. Students receiving financial assistance from the VA are personally

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responsible for paying tuition and fees at the time of registration if they are not eligible for other financial aid (including the VA Chapter 33 benefit program). In order to receive benefits, students must meet VA attendance requirements. If a student drops or is dropped from a class, termination is forwarded to the VA Regional Office. However, the student may continue attending other classes without veterans’ benefits. VA will not pay for any courses that are not listed in the student’s program curriculum. Applicants should contact the VA Education Benefits Office at 1-888-GIBILL or online at http://www.va.gov/education for more information and required certification forms.

**HERO Scholarship**

HERO is a non-need based scholarship to provide educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. Eligible recipients may receive up to $2,000 per academic school year. Award amounts are prorated for school terms in which recipients are enrolled for less than full time (12 hours).

**Iraq and Afghanistan Service Grant**

Effective with the 2010-2011 academic year, the IASG is available to eligible students whose parents or guardians died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001 and who are not eligible for the Pell Grant. If your parent(s) or guardian(s) died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001 and you are eligible for the Pell Grant, you may qualify for an increase.

**Vocational Rehabilitation**

Individuals with disabilities who qualify may receive financial assistance while attending Wiregrass Georgia Technical College. Contact your local vocational rehabilitation counselor for assistance.

**Law Enforcement Personnel Dependents (LEPD) Grant**

The LEPD Grant, funded by State Appropriations and administered by the Georgia Student Finance Commission, provides educational grant assistance to the dependent children of law enforcement personnel, firefighters, and corrections officers/prison guards permanently disabled or killed in the line of duty.

For more information see a financial aid administrator or contact GSFC.

**Georgia’s Public Safety Memorial (GPSM) Grant**

The GPSM grant funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission was created to provide educational assistance to the dependent children of public safety officers permanently disabled or killed in the line of duty. The Georgia General Assembly appropriates funds each year during the preceding legislative session. For more information contact the financial aid office or GSFC.

**Valdosta Technical College Foundation, Inc. Student Emergency Fund**

Students with a crisis situation in need of financial assistance can apply for help through the College Foundation. The student must prove the need to and be recommended by an instructor. Examples of situations considered for assistance: childcare, car repairs, gas, eyeglasses, or other special needs.

**Ben Copeland Scholarship - $1250**

To be eligible for the Ben Copeland Scholarship, applicant must be a resident of Lanier County under twenty five years of age, attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours) OR a Lanier County High School Senior that will be attending Wiregrass Georgia Tech upon graduation. Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Dan Hatfield, Jr. Memorial Scholarship - $1000**

To be eligible for the Dan Hatfield, Jr. Memorial Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to all programs of study.

**Carolyn King Panizzi Memorial Scholarship – exam and certification fee scholarships**

To be eligible for the Carolyn King Panizzi Memorial Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to Accounting Program students.

**Kevin DeMarcus Acree Memorial Scholarship - $500**

To be eligible for the Kevin DeMarcus Acree Memorial Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 2.0 GPA if selected. Scholarship is open to Culinary Arts Program students.

**Wilson Eye Center Ophthalmic Scholarship - $1000**
To be eligible for the Wilson Eye Center Ophthalmic Scholarship, applicant must be attending Wiregrass Georgia Technical College as a full-time student (enrolled in at least twelve credit hours). Applicants must have and maintain a minimum of a 3.0 GPA if selected. Scholarship is open to Optical Program students.

100 Black Men of Valdosta Inc. Scholarship - $100

To be eligible for the 100 Black Men of Valdosta, Inc. Scholarship, applicant must be attending Wiregrass Georgia Technical College as a student enrolled in at least ten credit hours. Applicants must have and maintain a minimum of a 3.0 GPA if selected. Scholarship is open to Clinical Laboratory Technology Students.

For more information about scholarships offered through the Valdosta Technical College Foundation, please visit our website at www.valdostatech.edu/foundation/scholarships.asp or contact the Foundation Office at 229-293-6190. The Foundation Office is located on the Valdosta Campus, building 500, room 502.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICIES

Federal and state regulations require that students make “Satisfactory Academic Progress” (SAP) in order to continue to receive aid. SAP measures whether students applying for financial aid are in good academic standing and making SAP toward completion of their programs. Satisfactory progress is evaluated at the end of each Fall and Spring quarter for all students and at the end of each quarter for students on financial aid probation or suspension. (A student is not required to be meeting the Eligible Postsecondary Institution’s SAP policy to receive payment from the HOPE GED Grant Program; however, all other requirements (except Georgia residency) must be met.)

1. Qualitative Standard: GPA Requirement

Financial aid recipients must maintain the same minimum GPA as any other student enrolled at Wiregrass Georgia Technical College. Please refer to the Academic Regulations section of the Student Handbook for the method of determining GPA. The minimum graduation GPA allowed is 2.0. Students falling below those minimums at the time of review will be placed on financial aid probation and will have one quarter to remove themselves from that status by completing 12 quarter hours of work with a 2.0 or higher GPA. Financial aid is extended for the probationary quarter for classes not previously taken. Students who do not attain the 2.0 quarterly GPA at the end of the probationary quarter are on financial aid suspension and their financial aid award is terminated. HOPE Scholarship/Degree students must maintain a lifetime/cumulative GPA of 3.0 to retain eligibility for the Scholarship.

2. Quantitative Standard: Completion Rate

Financial aid recipients must successfully complete at least 67 percent of the credit hours attempted to remain eligible for financial aid. Students falling below the 67 percent successful completion rate at the time of review are placed on financial aid probation. Students placed on financial aid probation must complete the probationary quarter of at least 12 credit hours with at minimum 2.0 GPA. Failure to do so will result in financial aid suspension. Students returning from academic suspension must pay for and successfully complete 12 hours of course work to have aid reinstated.

3. Maximum Time Frame

Students must complete their educational objective within a maximum time frame of one and a half (150 percent) times the length of the program in which they are enrolled. This means that students will no longer be eligible to receive financial aid once they have attempted one and one-half times the number of credit hours required for graduation in the program in which enrolled.

4. Grades

Grades of I, IP, and W are not included in calculating a student’s GPA, but with the exception of IP grades are counted as coursework attempted.

Grades received for learning support do not affect the GPA, but the hours are calculated in the formula to determine the 67 percent completion rate.

5. Termination of Financial Aid

Financial aid will be terminated when a student is determined by the Financial Aid Office to be ineligible, if the office has evidence that the student has falsified information on the application materials, or if federal or state funds are not provided to meet the award.

6. Appeal Process/Reinstatement of Aid

Students have the right to appeal the denial of financial aid if they have extenuating circumstances which prevented them from making satisfactory progress. The appeal must be made in writing by contacting the Financial Aid Office or the Admissions Office. The student must complete the form and attach documentation to support the appeal. The completed form will be returned to the Financial Aid Office. The Financial Aid Committee will review the appeal and if properly documented may approve the appeal for one quarter. If not documented, the appeal will be denied and the student will not be awarded financial aid for the quarter. Written notification will be provided for all decisions.
RETURN OF TITLE IV FUNDS CALCULATION

Students receiving assistance from Title IV programs (Pell Grant, FSEOG, and Work Study) will be awarded aid depending upon the amount of aid earned. If the student completed more than 60 percent of the term, he/she would have earned 100 percent of the aid for that period. If the student completed 60 percent or less of the term, the percentage of the period completed is equal to the percentage of aid earned.

The percentage completed will be computed as follows:

- Determine the calendar days completed in the enrollment period divided by the total calendar days in the enrollment period (exclude scheduled breaks of 5 days or more and any days that a student was on approved leave of absence)
- If this amount is less than or equal to 60 percent, multiply this amount by the scheduled award amount, this is the amount earned by the student less any applicable charges
- If the student withdraws after the 60 percent mark, all Pell is earned and amount is equal to the aid that could have been disbursed for that quarter less applicable charges.

NOTE: Students who withdraw before completing the enrollment period are responsible for all charges they have incurred. Students are awarded Pell funds before they are earned and should realize that they may owe monies if they withdraw.

DEADLINES

The Free Application for Federal Student Aid (FAFSA) is available in January for students to reapply for financial aid for the following award year. Application for financial aid is made once each year. Once approved, it is effective summer quarter through spring quarter of that award year. All HOPE and Pell financial aid expires on June 30 of the current year.

FINANCIAL AID APPLICATION PROCESS

Degree/Diploma/Certificate Students: Complete the Free Application for Federal Student Aid (FAFSA) (http://fafsa.gov) at least six to eight weeks prior to the expected registration date.

Federal Citizenship and State of Georgia Residency Requirements for Student Financial Aid

Federal Citizenship Requirements

To be considered for any form of student financial aid from the Federal government, a student must be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is defined as a student who is:

- A United States permanent resident with an Alien Registration Receipt Card (1-551), or a conditional permanent resident (1-551C) or A non-citizen with an Arrival-Departure Record (1-94) from the U.S. Immigration & Naturalization Service (INS) showing any one of the following designations: “Refugee”, “Asylum Granted”, Indefinite Parole”, “Humanitarian Parole”, or “Cuban-Haitian Entrant”. The following examples of U.S. Immigration and Naturalization documents DO NOT meet the eligible non-citizen criteria:
  - An F1 or F2 student visa
  - A J1 or J2 exchange visitor visa
  - A G series visa (pertaining to international organizations), or any other temporary U.S. visa

Georgia Residency Requirements

In addition to being a U.S. citizen or eligible noncitizen, a student must meet the Georgia residency requirement to be considered for almost all the State of Georgia scholarships and grants. Verification documentation that may be requested...
include, but are not limited to a copy of your (or your parents’) most recent Georgia income tax return; a copy of your driver’s license; or a copy of your voter’s registration card; location of property, including home purchase, and taxes paid thereon; reason for initially coming to Georgia; location of checking, savings or other banking accounts and automobile title registration and tag taxes.

All documents must verify 12 consecutive months of domicile in the State of Georgia (which indicates the person’s intent to maintain a permanent presence (Domicile) in the State of Georgia). For more information, please see Technical College System of Georgia, Policy and Procedure Manual online at, http://www.dtae.org/dtaepolicy/docs/Entrance_Requirements.htm.

Residency Requirements for HOPE Grant

Applicants wishing to pursue a diploma or certificate program of study that is approved for Georgia’s HOPE Grant Program must establish Domicile (Permanent Residence) in the State of Georgia, and maintain such Domicile for 12 consecutive months immediately preceding the first day of classes of the school term for which you are seeking assistance. Military personnel on active duty that are stationed in the state of Georgia and their dependents are considered residents of the State of Georgia for HOPE Grant purposes. (See Georgia Residency Requirements section above for more information on residency requirements and associated documentation.)

Residency Requirements for HOPE Scholarship Program

Applicants for the Georgia’s HOPE Scholarship in a degree program must meet the Georgia Residency requirements at the time of his or her high school graduation, or equivalent, and must also meet such Georgia Residency requirements for 12 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Scholarship is sought.

Students who graduated from high school, or equivalent, on or after July 1, 2008 that do not meet the Georgia Residency requirements at that time, must meet Georgia Residency requirements for 24 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Scholarship is sought. A Dependent Child of Military Personnel who is stationed in Georgia on active duty shall be treated as a Georgia Resident, for purposes of HOPE Scholarship eligibility.

For more information, please see complete Georgia Residency Requirements for State Programs and definitions online at, http://www.gsfc.org/main/publishing/pdf/2009/residency_regs.pdf.

HOPE GED GRANT PROGRAM

A student is not required to meet Georgia Residency requirements in order to receive payment from the HOPE GED Grant Program.
FEE CATEGORIES AND GENERAL INFORMATION

TUITION AND FEES

The amount of tuition assessed each quarter varies based on program of study, residency, and the number of credit hours enrolled. Tuition and fees are assessed in accordance with the policies set forth by the State Board for Technical and Adult Education and are subject to change without notice. The most current tuition and fee schedule may be obtained on the college website. Continuing education and business contract training fees are assessed differently based on the course content or individual needs of the business requesting development of the course.

DIPLOMA AND DEGREE TUITION AND FEES – CREDIT COURSES
(EFFECTIVE SUMMER QUARTER 2010)

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Accident Insurance</th>
<th>Activity Fee</th>
<th>Technology Fee</th>
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<td>692.00</td>
</tr>
</tbody>
</table>

* Out-of-state students pay double tuition.
* International students pay four times tuition.
* State residents 62 years of age or older are responsible for fees but are not required to pay tuition (space available basis).
COMMERCIAL TRUCK DRIVING PROGRAM
TUITION AND FEES

Tuition of $3,870 ($4,092 total including fees - $33 Registration, $4 Accident Insurance, $20 Activity fee, $130 Fuel Surcharge, and $35 Instructional Technology Fee).

**ADDITIONAL FEES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$15 (one-time fee)</td>
</tr>
<tr>
<td>Compass/Asset Retest Fee</td>
<td>$5 per section</td>
</tr>
<tr>
<td>Exemption Test</td>
<td>Equal to 25 percent of tuition for class being exempted</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$35</td>
</tr>
<tr>
<td>ID Card Replacement Fee</td>
<td>$5</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$30</td>
</tr>
<tr>
<td>Parking Fine</td>
<td>$10 ($25 maximum)</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$20 annual in fall ($15 winter, $10 spring, $5 summer)</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$30 (or 5 percent of face value, whichever is greater)</td>
</tr>
<tr>
<td>Official Transcript Fee</td>
<td>No charge for first copy. $5 each thereafter; unofficial copies available at no charge from Banweb</td>
</tr>
<tr>
<td>Student Liability Insurance</td>
<td>$3 (clinical portions of medical, cosmetology, and childcare)</td>
</tr>
</tbody>
</table>

**Payment Deadlines**

All tuition and fees are due by the stated deadlines and may be paid by cash, check, credit/debit card, money order, or approved financial aid. Students whose tuition and fees are not paid before the first day of the quarter will be dropped from classes.

**Withdrawal / Dropping Classes**

Dropping classes or withdrawing completely can result in a reduction of a student’s financial aid. Students who drop classes or withdraw may not have enough financial aid to cover their current tuition, fees, or book charges or may have already received a HOPE or Pell refund to which they are no longer entitled. As a result, the student will be held financially responsible for any balance due to the college. See the refund policy below for more information on Title IV (Pell & SEOG) funds.

**Drop/Add Period**

Students who withdraw from a course by the end of the third instructional day of the quarter shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the quarter shall receive no refund. In addition, courses dropped after the drop/add period will be counted as “attempted” for financial aid purposes and the student will receive a grade of “W” or a final letter grade of A, B, C, D, or F.

**Withdrawing from the College**

A student who is withdrawing from attendance at the college must confer with his or her advisor to complete a withdrawal form. The timely and accurate completion of this form is critical and may have financial aid implications. Failure of the student to complete this form and properly withdraw may affect future aid decisions as well as decisions on re-admittance. For students who withdraw without proper
notification, a withdrawal form will be completed by the advisor using the best available information.

Students can withdraw from a course prior to the midpoint of the scheduled course dates of the quarter. After such date, a grade of “F” will be given if a student does not complete a course or is found in fault of course abandonment.

Financial Obligations

A student with a balance due to the college for any reason is subject to being dropped from classes or having a hold placed on his/her student account. The hold will prevent the student from obtaining grades, transcripts, or registering for future classes until all financial obligations have been cleared.

Types of Fees

Application Fee: This one-time, non-refundable fee of $15 is due when the individual applies for a certificate, diploma, or degree program.

Student Activity Fee: All students, with the exception of strictly online students, are required to pay a quarterly activity fee of $20. The fee supports student activities sponsored by the Student Leadership Council.

Registration Fee: Students are required to pay a quarterly registration fee of $33.

Instructional Technology Fee: Students are required to pay a quarterly instructional technology fee of $35. Transient students enrolled in more than one college will only pay the fee at their home college. This fee is not covered by HOPE and must be paid out-of-pocket unless the student is eligible for Pell, third-party assistance, or has authorized the fee to be deducted from the HOPE book voucher.

Liability/Malpractice Insurance Fee: All students enrolled in clinical portions of cosmetology, child care, and medical programs must pay a quarterly liability/malpractice insurance fee of $3. This fee is not covered by HOPE and must be paid out-of-pocket unless the student is eligible for Pell, third-party assistance, or has authorized the fee to be deducted from the HOPE book voucher.

Accident Insurance Fee: A $4 fee is charged to every student each quarter. The insurance includes partial coverage for accidents that occur while on campus or while participating in activities sponsored and supervised by the college.

Fuel Surcharge: Students in the commercial truck driving program pay a $130 fuel surcharge when they enroll in CTD 102.

ID Card Fee: Students are assessed a $5 fee for replacement ID cards.

Transcript Fee: Students may obtain one official transcript at no charge. Subsequent copies are available at a fee of $5 each. Students may obtain an unofficial copy at no charge by logging in to their Banweb account.

Graduation Fee: A fee of $35 is assessed for graduates participating in the commencement ceremony.

Returned Check Fee: Personal checks will be accepted for the amount of fees or services. Returned checks will be assessed a $30 return check fee or 5 percent of the face value, whichever is greater.

Books and Supplies: Textbooks and other required supplies may be purchased at the bookstore prior to the beginning of the quarter by cash, check, and credit/debit card. Students eligible for HOPE, Pell, WIA, or third party scholarship may charge the cost of books and supplies to these funds.

Uniforms: Student in programs such as cosmetology and most allied health areas must purchase college-approved uniforms according to program specifications.

Auditing Fees: Students who wish to take a class without receiving credit may audit the course and pay the normal tuition and fees. Audited classes are not eligible for financial aid.

Exemption Test Fee: Students may take an exemption test to obtain credit for a given course without having to register for and attend the class. The test fee is equal to 25 percent of the normal tuition for the class being exempted.

Late Registration Fee: Students who do not register for class and pay fees at the designated registration time(s) are subject to a $30 late fee.

REFUND POLICY

Individual Payment: Students who are no-shows or withdraw from a course by the end of the third instructional day of the quarter shall receive a 100 percent refund, excluding the application fee. Students who withdraw after the third instructional day of the quarter shall receive no refund.

Federal Title IV Financial Aid: The Department of Education regulations require that the unearned portion of
Title IV funds (Pell grant, FSEOG) be returned if a student withdraws from classes prior to the 60 percent attendance point in the quarter. When a student withdraws prior to completion of 60 percent of the quarter, the financial aid award must be reduced. The amount of the student’s Title IV aid earned is calculated as follows:

\[
\text{Number of days completed ÷ number of days in quarter} = \text{percent of Title IV aid earned*}
\]

*100 percent earned if greater than 60 percent. None earned if number of class days completed is three or less.

If funds are remaining after tuition and fees are deducted from earned Title IV funds, the business office will issue payment to the student for the remaining balance after the fourth week of the quarter. Any student who is issued a Title IV refund and then found to have dropped or withdrawn from classes prior to completion of the 60 percent attendance point in the quarter must return the unearned funds back to the college. Students who have amounts due will not be allowed to receive grades, transcripts, or register for classes until the amount owed is paid in full.

**Disbursement of Refunds:** Students may choose to receive refunds of tuition, fees, and excess HOPE or Title IV funds by direct deposit (ACH credit) or by check. Check refunds will be mailed to the current address on the student’s BANWEB account. Students who choose direct deposit are responsible for notifying the Business Office in writing of any changes in bank account information or to cancel the process. This information must be received within the first two weeks of the quarter to be effective for that quarter’s refund.

**Refunds of Books and Supplies:** The bookstore issues refunds for previously purchased books and supplies under certain conditions. Bookstore refund policies are outlined below:

- The original receipt is required for all refunds or returns. The bookstore does not provide copies of individual student receipts for this purpose. Students are responsible for keeping the original receipt provided at the time of purchase.
- Students must present a valid student ID for refunds, returns, and purchases applied to grant funds.
- Textbooks may be returned within 10 days of purchase, provided they are in original condition, with no writing, and shrink wrapping intact.
- Returns of textbooks will be allowed after 10 days if student presents a valid drop form or if the class is canceled due to low enrollment, provided books are still in new condition, with no writing, and shrink wrapping intact.
- No returns are accepted on general merchandise, supplies, or equipment unless defective. Items must be returned within 10 days of purchase.
- Refunds are given in the method of payment as indicated on the original receipt (subject to cash availability).
- Purchases originally made by cash, check, credit/debit card, will not be reversed to HOPE or Pell after purchase. Students will receive refund checks for any unused balances according to the established refund disbursement schedule for each quarter.

**Continuing Education Classes:** Refunds are given if a student cancels at least 48 hours prior to the beginning of the program. No refunds will be given with less than 48 hours notice, but fees may be transferred to a colleague or tuition credit may be granted for another continuing education course within the current academic year. Full refunds are given if the college cancels a course.
ADVANCED PLACEMENT

Applicants to Wiregrass Georgia Technical College who have attended an acceptable accredited college or other educational program that meets Wiregrass Georgia Technical College’s criteria will be considered for advanced standing admission. The policy of this College is to grant credit for previous coursework from another college that meets the quality of established standards of Wiregrass Georgia Technical College (WGTC). Credit is awarded only in areas which fall within the regular curricular offerings of Wiregrass Georgia Technical College, and must be related to the student’s current educational goals.

Credit by examination may be given for course exemption. Hours earned by exemption exam will be credited toward graduation requirements and will appear on a student’s transcript carrying a grade of “EX” but will not be calculated into the student’s institutional GPA.

The Registrar has the overall responsibility for ensuring this policy is implemented.

FULL-TIME STUDENT STATUS

A student registered for a minimum of twelve credit hours is considered a full-time student.

COURSE LOAD

A student may not register for more than 18 credit hours without the express written permission of a Dean of Academic Affairs or the Vice President for Academic Affairs. A student registering for courses outside his or her declared diploma or certificate track may be charged additional tuition and fees in accordance with the published fee schedule.

WORK ETHICS – INSTRUCTION AND GRADES

Wiregrass Georgia Technical College has developed and implemented a system for the instruction, development, and evaluation of work ethics in which the student is assigned grades reflecting his or her overall performance at the end of the quarter. In addition to letter grades that are assigned for academic performance in the class, the final quarterly numerical work ethics grade is assigned onto his or her permanent transcript.

Areas of instruction, emphasis, and grading are: Attendance; Attitude; Appearance; Respect; Character; Productivity; Cooperation; Teamwork; Organizational Skills; and Communication. Grades will be assigned as follows: “3” Exceeds Expectations; “2” Meets Expectations; “1” Needs Improvement; “0” Does Not Meet Expectations.

QUARTERLY GRADE POINT AVERAGE

The Quarterly Grade Point Average (QGPA) is the average calculated on all credit courses taken each quarter at the institution.

CUMULATIVE GRADE POINT AVERAGE

The Cumulative Grade Point Average (CGPA) is a reflection of the total credit instructional activity attempted by the student. The CGPA is not affected by program of study, changes in program, or student classification. It is inclusive of all attempts at all credit courses taken at the institution. CGPA is recalculated after each quarter to include the currently completed quarter’s grade(s).

Graduation Grade Point Average

The Graduation Grade Point Average (GGPA) used for graduation is calculated only on those courses required in the student’s course of study from which he or she is graduating.

TIME FORMAT FOR SCHEDULED CLASS OFFERINGS

Regularly scheduled classes fall into three time-frames: Day, Extended Day, and Evenings.

Day: Generally scheduled from 8:00 a.m. through 4:30 p.m., Monday through Thursday. Some courses are also offered through 4:50 p.m. Certain Health Education courses will have clinical sessions that are on “shift” schedules, lasting into the evenings.

Extended Day: Generally scheduled to begin between 2:00 p.m. and 5:30 p.m., the end of normal day classes and the beginning of normal evening classes. For example, Cosmetology has an extended day component from 2:00 p.m. to 10:00 p.m. Monday through Thursday.

Generally scheduled between 5:30 p.m. and 10:00 p.m., Monday through Thursday. Certain courses meet Mondays & Wednesdays and others meet Tuesdays & Thursdays. Some are scheduled for all four evenings, while others meet one night each week.
ABSENCES & TARDIES - POLICY AND PROCEDURE

Students are expected to be punctual and attend all classes for which they are registered. Each student should recognize at the beginning of his or her postsecondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in postsecondary work; this applies particularly in the area of class attendance.

The attendance policy for each course will be outlined in each course syllabus. Some programs and courses at Technical College may have more stringent attendance requirements due to the nature of the course or program. Therefore, attendance policies of courses may differ. All make-up work will be at the discretion of the instructor and will be identified in course syllabus.

Class attendance is calculated from the first officially scheduled class meeting through the last scheduled meeting. A tardy is defined as not being present for a portion of a class period which is detailed in each course syllabus. Instructors will keep an accurate record of class attendance.

If a student misses five straight days of a course without advance notification to the instructor, the student will be found in fault of course abandonment and will be withdrawn from the course.

Any student who has violated a course attendance policy will be withdrawn from the class. If the withdrawal is prior to the mid-point of the course, the student will receive a grade of W. If the withdrawal is after the mid-point of the course, the student will receive a grade of F. The mid-point of the quarter will be the 50 percent date of all scheduled class meetings. The mid-point will differ per course due to the varying nature of course scheduling.

Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to make arrangements for make-up work at the convenience of the instructor. Failure to maintain contact with the instructor either by attending classes, submitting assignments, or contacting the instructor (either in person or by telephone) may result in a failing grade(s).

METHODS OF INSTRUCTION

Academic courses are conducted using four basic methods of instruction:

**Classroom Lecture**: Instruction in a traditional classroom setting combining instructor lecture, student participation, and testing.

**Laboratory/Industrial**: Demonstration by instructors and performance by students in a realistic setting which replicates the work place to the maximum extent possible.

**Internship/Externship/Apprenticeship**: Job performance by the student in an actual work place with oversight and instruction by WGTC instructors and preceptors employed by the company or institution.

**Online**: Instruction delivered via an online learning management system. Certain online courses may require students to attend on-campus sessions or proctored testing.

**Hybrid**: Instruction which combines online instruction and traditional classroom instruction. No more than 49 percent of the hybrid courses can be taught online.

**Web-enhanced**: Instruction supplemented by Internet resources. These courses meet every class session on campus.

ONLINE COURSES

Wiregrass Georgia Technical College is part of a state network of colleges called Georgia Virtual Technical College (GVTC). Through GVTC, technical colleges throughout the state offer technical certificates, diplomas, and degrees online.

All online courses follow TCSG guidelines regarding curriculum, objectives, and competencies. A complete list of these guidelines, objectives, and competencies can be found at the TCSG web site (www.TCSG.org).

Programs offered online through the Georgia Virtual Technical College have admission, retention and credential requirements that are qualitatively consistent with those in effect for on-campus programs. In addition, Wiregrass Georgia Technical College’s online classes follow quality assurance criteria standards as set forth by the Georgia Virtual Technical College Board.

Students registered for online courses should consult the online student manual for information regarding beginning an online course and other course/login guidelines.

Questions regarding online instruction may be directed to the WGTC Online office. The e-mail address is online@wiregrass.edu.

ELECTIVE CREDITS

Within academic programs there are courses which are designated as elective courses that may be chosen to fulfill the academic requirements of the program. Students should
Students receiving a final course grade that they believe is incorrect should first discuss the matter with their instructor. This appeal should be completed within the first two weeks of the quarter following the term in which the grade is questioned. The instructor will determine whether a grade change is warranted. A student who is not satisfied with the instructor’s decision may request a review by a Dean of Academic Affairs within four weeks of the following term in which the grade is posted. A student who is not satisfied with the Dean’s decision may request a review by the Vice President for Academic Affairs within six weeks of the following term in which the grade is posted. The reviewer will examine the facts and any applicable documentation to determine if the grade was determined fairly according to the course syllabus and will communicate the results of this review to both the student and the instructor. The decision of the Vice President for Academic Affairs is final.

STUDENT RECORDS (FERPA)

Wiregrass Georgia Technical College adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. In summary, the act entitles parents of dependent students the right to inspect and review the student’s educational records. Parents of dependent students or eligible students have the right to contest inaccurate or misleading information contained in the records. The college must have written permission from the student before it will release information from a student record.

- The college will abide by the following guidelines concerning student records:
- Inform students and parents of students of their rights concerning records kept by WGTC;
- Allow parents and spouses of students who have the written permission of their children or spouses access to the educational records of their children/spouses;
- Non disclosure of personally identifiable information from the educational record of a student without the prior written consent of the student; and
- Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of the student.

As a general rule, the following information will be kept by the Registrar or Student Affairs and will remain in the student’s academic file:

- The official academic transcript;
- The original application for admission;
- Secondary and post-secondary official transcripts;
- Application for graduation and/or degree;
- Official notice of admission;
- Evaluation of transfer credits; and
- Memoranda or correspondence pertaining to:
  a. Registration form;
  b. Grades, grade changes, explanations, and special course descriptions;
  c. Drop/Add, official withdrawals; and
  d. Special honors or special problems.

CONFIDENTIALITY OF RECORDS

The student’s rights of privacy and access to records are outlined in the Family Educational Rights and Privacy Act. Only faculty and staff who have “legitimate educational interest” in the student’s records are permitted access. Except in the case of dependent students”, parents also have no access to the records of students. Certain records and information are not included among “educational records” under the law and may be released to third parties. Students may declare these records “confidential” by request to the Registrar’s Office. Educational Records and Information “confidential” included, can be disclosed to a third party IF a proof of dependency on the most recent Federal Income Tax form, a subpoena, or written consent of the student is provided. These include:

- Name of Student
- Address
- Phone Number and E-mail
- Date and Place of Birth
- Program of Study
- Student Organizations
- Dates of Enrollment
- Diplomas and Awards

STUDENT ACCESS TO RECORDS

WGTC gives public notice on an annual basis concerning student access and the right to challenge academic records. Only students and former students have access to these records. Applicants who never enrolled in a regular program of study do not have
the same right of access to their educational records. In relation to their educational records, students and former students have the right to:

- Inspect and review information contained in their educational records.
- Challenge the contents of their educational records.
- A formal hearing if the outcome of the challenge is unsatisfactory.
- Submit explanatory statements for inclusion in their files if they disagree with the hearing.

Records to which students do not have access include:

- Law enforcement records
- Job placement or employment records
- Financial information submitted by parents
- Confidential letters and recommendations related to admissions
- Honors to which students have waived their rights of inspection

As a general rule, all academic files are kept for five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely. (As technology and governing regulations allow, certain of these documents and files may be stored electronically and in off-campus locations.)

ADULT EDUCATION AND GED

Adult Education, English Literacy, Workplace Literacy, and GED Preparation classes offered by Wiregrass Georgia Technical College are specifically designed for adults who have different backgrounds and educational needs. A flexible program has been designed to meet the needs of adult learners who wish to improve their literacy skills or obtain their GED credential. The educational services are available at various locations in the college’s eleven-county service area.

Adult Education and GED Preparation classes include instruction in language arts reading, language arts writing, science, social studies, and mathematics, as well as basic math, reading, and an introduction to writing and grammar. These classes are designed to focus on preparation for the GED test. The English Literacy classes provide instruction with an emphasis on learning to speak English for students where English is their second language. Workplace Literacy classes provide customized instruction addressing specific industry needs. Services include, but are not limited to the following: reading, writing, math, and problem solving skills.

Wiregrass Georgia Technical College is an official GED testing center. Candidates must complete demographics information and verify eligibility to test before permission is granted to schedule GED tests. Pre-registration and advance payments are required. Successful completion of the GED tests qualifies an individual for a state of Georgia General Educational Development (GED) credential. GED credentials are accepted by industry, government, licensing boards, technical colleges, and employers as the equivalent to a high school education. For GED testing information visit the Adult Education Office or GED testing official on campus.

The GED tests consists of five parts, covering the following subject areas: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics. These tests are designed to enable people who did not graduate from high school to demonstrate that they have acquired the knowledge and skills usually associated with the completion of a four-year high school program of study. If an individual wishes to take the GED tests, he or she must be 18 years of age or older and the high school class of which he or she was most recently a member must have graduated.

SECTION 504, TITLE IX, TITLE VI, AND ADA GRIEVANCES

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Any violation or questions should be directed to the VP for Administrative Services, Title IX and Section 504 Coordinator, Building 500, Office 535, 4089 Val Tech Rd, Valdosta, GA 31602, or call (229) 333-2103; or the Human Resources Director, Room 630C, 667 Perry House Road,
Student Grievances

The procedures listed below include sexual harassment and all other forms of harassment listed in the preceding Equal Opportunity Statement. A student may opt to pursue his or her complaint using the informal complaint procedure or the formal complaint procedure. In either case, the student shall receive a copy of the Student Grievance Procedure for information and reference.

Informal Complaint Procedure. Student complaints may be resolved on an informal basis without the filing of a formal grievance.

1. A student has 90 calendar days from the date of the incident being grieved to report his or her complaint informally to the office of the Title IX & Section 504 Coordinator, or designee, depending on the nature of the grievance. At that time, the Coordinator will present the student with the Student Grievance Procedure for information and reference. The Coordinator will conduct an informal investigation by discussing the alleged incident(s) with the instructor, department chair, other staff or faculty members, students or other parties directly involved. The complainant and respondent shall have opportunity to present witnesses and evidence to support their statements. Following the investigation, the Coordinator will attempt to reconcile the complaint. A written report shall be issued to the complainant and the respondent within 30 calendar days.

2. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure. Note: At any point during the informal complaint procedure, the student may elect to switch to the formal grievance procedure.

Formal Complaint Procedure. Where a student cannot resolve his or her complaint informally, he or she shall use the formal grievance procedure.

- Within 90 calendar days of the incident being grieved, the student must file a formal grievance in the office of the Title IX & Section 504 Coordinator, or designee, depending on the nature of the grievance. Barring extenuating circumstances, formal grievances filed after 90 calendar days will not be considered.
- If the grievance is against the Title IX & Section 504 Coordinator, the student shall file the grievance in the Office of the President.
- Both the complainant and the respondent shall be given opportunity to present witnesses and evidence to support their statements. The Title IX & Section 504 Coordinator, or designee, will investigate the complaint and supply a written response to the complainant and to the respondent within 30 calendar days. Note: The President, at his or her discretion, may allow additional time to investigate and provide a written response if circumstances warrant a timeframe extension. Written notice shall be provided to the complainant and to the respondent advising of the extension.
- If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.

Appeal: If a student is unsatisfied with the response from the Title IX or ADA & Section 504 Coordinator, the student may appeal the decision to the President of the College.

- A student shall file a written appeal to the President within 10 calendar days of receiving the response.
- The appeal will be decided based entirely on documents provided by the complainant, the respondent and the administration during the initial grievance process; therefore, all parties must ensure that they have provided all relevant documents during the initial grievance process.
- The President or his designee will review the information provided by the complainant, respondent and administration and make the final decision within 30 calendar days of the date of the appeal. Both the complainant and the respondent shall be notified in writing of the decision.
- The decision of the President may be appealed to the Wiregrass Georgia Technical College Board of Directors (Board contact information is found on the WGTC website) and to the Commissioner, Technical College System of Georgia, respectively.
ECONOMIC DEVELOPMENT

The purpose of the Economic Development Department at Wiregrass Georgia Technical College is to meet the training needs of businesses, industry, and individuals throughout the eleven county service areas. The Economic Development Department provides continuing education, contract training, and other services to enhance the skill levels of the area’s workforce.

The Department provides short term instruction in areas such as technical, business, industrial, health/safety, management/supervisory, and leadership. The delivery of this training is offered through either continuing education offerings or contract training opportunities through an employer.

CONTINUING EDUCATION

Continuing Education programs at Wiregrass Georgia Technical College are a significant educational service. Courses, workshops, seminars and other learning formats are designed to assist in updating present occupational skills and to teach new skills for projected job requirements. Course offerings may include but are not limited to those in the technical areas of electrical and automated manufacturing; health/safety areas such as CPR, first aid, blood borne pathogens, and AED; and business areas such as computer software applications, real estate, customer service, and supervisory and management. Personal enrichment courses such as conversational Spanish, floral design, sign language, and more are offered to individuals who seek learning opportunities.

The college also offers courses for Professional Learning Units (PLUs) through the Economic Development Department.

CUSTOMIZED/CONTRACT TRAINING

Customized Contract Training is provided to meet a company’s specific training needs. Through collaboration between the college and the company, a training program is designed to enhance the skill level of a company’s workforce. The programs include but are not limited to training consultation, training analysis, course development, and instruction. Facilities are available or courses can be delivered on site or at another location suitable for the type of training required. The cost for the training varies depending upon the complexity of the training. An evaluation is conducted to ensure that the training outcomes meet the objectives of the company.

QUICK START

QuickStart provides award winning training assistance to new and expanding industries to help growing companies achieve maximum productivity in a minimal amount of time. Each QuickStart program is specific to that business and is developed by highly trained professionals. Most QuickStart projects include training plan development, facilities and equipment, instructor training, pre-employment training, and on-the-job training with usually little to no cost to the company.

WORK READY

Through the Work Ready initiative, WGTC’s Department of Economic Development assists job seekers as well as workers currently employed in Georgia in pursuing a Work Ready Certificate to help them better market their skills to current and future employers. As part of the certification process, individuals complete an assessment that utilizes the nationally accredited WorkKeys® assessment system developed by ACT to measure their core skills and work habits. Participating individuals then receive a Work Ready Certificate that indicates their level of work readiness based on their performance. For individuals who want to improve their scores and gain a higher-level certificate, free online gap training is available through Wiregrass Georgia Technical College to help them accomplish their goals.

E-LEARNING AND TESTING / ACT TRAINING CENTER

E-Learning and Testing at Wiregrass Georgia Technical College is an on-line delivered education system designed for the entire community. The E-Learning and Testing Center offers computer-delivered certification and licensure tests, workforce development for business and industry, skill acquisition/upgrades, and enrichment programs.

E-Learning courseware category offerings include: adult education, test preparation (GED, SAT/ACT, LSAT, GMAT, GRE and more), computer basics, information technology, healthcare, real estate, writing, business, management/leadership skill development, industrial technology, safety skills, ESL, personal enrichment, graphic design and paralegal training. Some courses are also available in Spanish.

E-Testing at Wiregrass Georgia Technical College encompasses a variety of tests inside the technical, trade, vocational, and professional disciplines.

For more information concerning Economic Development at Wiregrass Georgia Technical College, call (229) 333-2122.
STUDENT BEHAVIOR

DRUG-FREE CAMPUS

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

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

Policy

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

- No student may engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on the institution’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.

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

- The college shall notify the appropriate state/federal funding agency within 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 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.

FEDERAL, STATE, AND LOCAL LAWS

WIREGRASS GEORGIA TECHNICAL COLLEGE CONSIDERS A STUDENT TO BE AN ADULT AND EXPECTS HIM/HER TO OBEY THE LAW AND TAKE PERSONAL RESPONSIBILITY FOR HIS/HER CONDUCT.

A student is responsible for the observance of all federal, state, and local laws. The doctrine of in loco parentis which often protected a student is no longer effective. In “Student Freedoms and Responsibilities: A Working Paper” published by the American Association of State Colleges and Universities, it is pointed out that students should not expect college officials to come to their defense for activities committed in violation of civil codes. In fact, the college, as a member of the community, is responsible for cooperating with and contributing to the enforcement of all laws.

Wiregrass Georgia Technical College has deep concern and sympathy for those students experiencing educational or personal difficulties. Referrals to community drug treatment centers can be made by the Disabilities Service Coordinator or his or her designee, but for those who might find themselves in violation of the law, understanding, sympathy, and concern are about all Wiregrass Georgia Technical College can offer, for the courts and public no longer regard Wiregrass Georgia Technical students as a special group whose violations of law are to be treated as pranks or youthful exuberance and experimentation. Furthermore, should such violations indicate the student’s continued presence on campus creates a clear and present danger to the educational process of the community, Wiregrass Georgia
Tech may find it necessary to institute disciplinary or legal action.

**CAMPUS CRIME AND SECURITY ACT**

Wiregrass Georgia Technical College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on or before October 1 or each year. The report is available from the Admissions Office or by calling 800-575-0567.

Our approach to campus security is service oriented and multi-purposed. The primary focus is to protect life and property. In addition, our approach serves to enhance and assist the educational process by providing a safe environment in which to learn and work. Obeying laws and regulations is part of being an educated, contributing member of society.

**CAMPUS SEX CRIMES PREVENTION ACT**

(Section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted sex offenders enrolled at or employed by institutions or higher education. Information concerning registered sex offenders may be obtained from the local Sheriff’s office or by searching the Georgia Bureau of Investigation web site at www.ganet.org/gbi/sorsch.cgi.

**CRIMINAL ACTIONS AND EMERGENCY REPORT**

The procedure for reporting criminal actions and emergencies is for any faculty, staff, student, or visitor to report any questioned activity/incidents to any administrative office in the college. Any one of the vice presidents, directors, or the president will respond. Current procedures require that at least one designated college official be available to respond to any situation as required. The campus switchboard operator is always aware of whom to contact in an emergency. Please note that this procedure is in no way meant to prohibit or impede the reporting of an emergency directly to the appropriate party (i.e., police department, fire department, hospital/ambulance, and so on). Emergency procedures and the 911 emergency numbers are posted in all areas of the college.

**SECURITY AND ACCESS TO CAMPUS FACILITIES**

All staff members at Wiregrass Georgia Tech are informed of the need to be alert to campus emergencies or possible security violations. All suspicious activity is reported and responded to as indicated above. The Wiregrass Georgia Tech Maintenance Supervisor and outside maintenance workers are informed of their need to be alert to campus emergencies or possible security violations that occur on the outside of the buildings and in the college’s parking areas.

Security considerations are emphasized during the general maintenance of campus facilities. Shrubbery is cut back; areas are well lit and maintained as needed. In general, the physical plant is regularly checked and maintained to provide a safe environment.

**Campus Law Enforcement**

Wiregrass Georgia Tech reports all violations of federal, state, and local laws to Wiregrass Georgia Tech Police Department for appropriate action. Officers are dispatched to investigate all reports. Law enforcement reports applicable to incidents on campus are obtained and are on file in the Security Office.

**EMERGENCY PROCEDURES**

**Fire**

The fire alarm will be activated in case of fire or fire drill. Students and all Wiregrass Georgia Tech personnel should evacuate the building according to evacuation procedures posted in each area. Students should wait at the designated place until given the signal to return to class. The “all clear” signal (one long continuous ring) will indicate when it is safe to return to the building.

**Bomb Threat**

In the event a bomb threat occurs, an announcement will be made over the PA system or by messenger that it is necessary to evacuate the building. Students and all Wiregrass Georgia Tech personnel should evacuate the building according to evacuation procedures posted in each area. Everyone should wait at the designated place until given the signal to return to class. The college president/designee will indicate when it is safe to return to the building.

**Tornado**

Tornado evacuation routes to shelters are posted in each area. Everyone in portable buildings will evacuate to the nearest permanent building. In case of tornado or tornado
drill, the intercom system or a messenger will be used to announce the need to report to the shelter areas. When the danger has passed, a member of the administrative staff or his/her designee will, through a verbal announcement via PA or messenger, notify the instructor when it is safe to return to class or of any other proper procedures.

**Accident or Illness**

In case of an accident or sickness while on campus, students should notify their instructor immediately. The instructor will call for emergency transportation when needed. Ambulances will be called when required, but students will be billed for the cost of the ambulance. Dial 911 or other local emergency numbers.

Minor first aid kits are available in each department. Minor first aid can be provided when necessary.

**Emergency Closing**

The president or designee is authorized to close the college if conditions exist that may threaten the health and safety of students and employees. The President is also authorized to delay the opening hour of the academic day or to release students and employees before the normal day ends if hazardous conditions exist. Closing or delayed openings will be announced by area radio, television, and cable stations.

**CAMPUS SECURITY INFORMATION PROGRAM**

Campus security information is given out quarterly at student orientation. In addition, faculty and Student Leadership Council meetings are used as forums to provide security and safety information. The Wiregrass Georgia Tech Safety Committee reviews all reports of incidents involving health and safety violations on campus. The goal of the information program is to encourage students and employees to be responsible for their own security and the security of others.

**INCIDENT REPORT, STATISTICS, AND OTHER NOTIFICATIONS**

All incidents on campus involving safety and security violations are reported in a written format to the Wiregrass Georgia Technical Police Department. Reports are submitted on an “Incident Report” form. Copies of all law enforcement reports of incidents occurring on campus are filed in the Wiregrass Georgia Technical Police Department Main Office.

Crime statistics are kept by the Wiregrass Georgia Technical Police Department Main Office in compliance with the Crime Awareness and Campus Security Act. These statistics include the occurrence on campus of the following criminal offenses: murder, rape, robbery, petty theft, aggravated assault, burglary, and motor vehicle theft. In addition, statistics are kept for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions.

Law enforcement agency information concerning registered sex offenders may be obtained through local sheriffs’ offices. Also, the Georgia Bureau of Investigation maintains a Web Site of registered sex offenders at www.ganet.org/gbi/sorsch.cgi.

**COLLEGE LIABILITY**

Students are responsible for equipment, books, personal articles, and material brought in for repair. Wiregrass Georgia Tech will not be liable for any personal articles left or brought to the campus that might be stolen or broken. Wiregrass Georgia Tech will not be liable for damage or theft of articles or vehicles brought to the college for repair.

**STUDENT CONDUCT**

Wiregrass Georgia Tech exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in concert with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another’s work without permission and/or acknowledgement.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
• Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).

• Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.

• Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus.

• Verbal or physical abuse of, or insubordination toward any student, faculty member, administrator, or employee of the college.

• Participation in any form of gambling while on college property.

• Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.

• Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.

• Lewd, indecent, and obscene behavior or expression.

• Violation of any federal, state, or local law.

• Intentional misuse of any fire alarm or fire-fighting equipment at the college.

• Use of tobacco in any form is prohibited within any of the college buildings or vehicles. Smoking will be allowed on campus in privately owned vehicles and in designated areas. The use of smokeless tobacco is prohibited on the college campus, except within privately owned vehicles.

• Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.

• Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.

• Loitering in the hallways or classrooms/labs when classes are in session.

• Operation of student organizations not approved by the college administration and Board of Directors.

• Failure to follow established program or departmental regulations.

WEAPONS POLICY

It shall be unlawful for any person to carry, to possess, or to have under control any weapon within a school safety zone or at a school building, during a school function, or on school property or transportation furnished by the school. The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be throw or propelled and which may be known as a throwing star or oriental dart, or any weapon or like kind and any stun gun or laser defined in O.C.G.A. 16-11-106. Punishment: A fine of not more than $10,000, imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to provision of O.C.G.A. 15-11-37.

DISCIPLINARY MEASURES

It is the responsibility of all Wiregrass Georgia Tech personnel to maintain an atmosphere conducive to learning, free from intimidation, and wholesome in every respect. An atmosphere that is conducive to learning must be maintained, and no student will be allowed to prevent other students from having this privilege. Any behavior that reflects adversely upon Wiregrass Georgia Technical College, its personnel, or its students will make the individual involved liable for disciplinary action.

If and when it is necessary to discipline students to maintain safety, order, discipline, and the educational process, one or more of the following disciplinary measure will be taken:

REMOVAL

The instructor of a training area is responsible for all activities that occur therein. Therefore, he/she may refer any person from the training area to the appropriate
administrative office when he/she feels that an institutional policy violation justifies this action. In so doing, the instructor will identify the reason for the referral. When any student has been instructed to leave the instructional area because of unruly or disruptive behavior, the Vice President for Academic Affairs or Provost is to be notified immediately. No student will be allowed to return to the class until counseling and/or disciplinary action has been taken.

Probation

A student will be placed under specified restrictions.

Suspension

A student will be forced to be dropped from the college for a specified time.

Dismissal

A student will be removed from enrollment from the college under specific conditions for future re-enrollment.

Appeals

Wiregrass Georgia Technical College students have the right to appeal adverse actions, including denial of admission, probation, suspension, or expulsion for circumstances involving areas such as failure to meet financial obligations, academic grades below minimum allowable requirements, excessive absences, inappropriate conduct, and other student conduct code violations contained in the Student Handbook.

All appeals should be submitted to an appropriate administrator of the college department involved in the adverse action within ten calendar days of the date that the student learned of or reasonably should have learned of the adverse action except dismissal for excessive absences, for which the time limit is two days. The department involved in the adverse action will convene a committee to review the appeal, within three work days of submittal of the appeal. Further appeals to the Vice President of Academic Affairs and to the college President must be made within five calendar days following the announcement of the decision in each case.

An unfavorable ruling by the department appeals committee may be appealed by the students to the vice president of the department involved in the adverse action. Unfavorable rulings by the vice president on probation, suspension, and dismissal may be appealed further to the college president. The decision by the college president will become the final campus decision on an appeal. For all other appeals, the decision of the department vice president will be final.

COMPUTER USE POLICY

Students and employees utilizing Wiregrass Georgia Technical College provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the college. Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. 16-9-90 et seq):

- Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- Computer trespass (unauthorized use of computers to delete or alter data or interfere with others’ usage);
- Computer invasion of privacy (unauthorized access to financial or personal data or the like);
- Computer forgery (forgery as defined by other laws, but committed on a computer rather than on paper);
- Computer password disclosure (unauthorized disclosure of a password resulting in damages exceeding $500 – in practice, this includes any disclosure that requires a system security audit afterward); and
- Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

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

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

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

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

Students will be provided a Computer Use Policy agreement that must be signed prior to being computer access. TCSG’s complete Computer Use Policy may be found in the State Board Policy and Procedures Manual C.IV. Computer and Internet Use Policy.
LYNN BOWEN, DEAN OF BUSINESS

ASSOCIATES OF APPLIED SCIENCE DEGREE PROGRAMS

Accounting – AC03
Banking and Finance – BFN3
Business Administrative Technology – BAT3
CIS- Computer Programming – CIP3
CIS- Computer Support Specialist – CMU3
CIS-Database Specialist – CIB3
CIS-Information Security Specialist – CIC3
CIS-Internet Specialist – Web Site Design – CIW3
CIS-Networking Specialist – CIN3
Gaming Technology – GAM3
Marketing Technology – MM03
Management and Supervisory Development – MS03

DIPLOMA PROGRAMS

Accounting – AC02
Banking and Finance – BFN2
Business Administrative Technology – BAT2
CIS-Computer Programming – CIP4
CIS-Computer Support Specialist – CMU4
CIS-Database Specialist – CIB4
CIS-Information Security Specialist – CIC4
CIS- Internet Specialist- Web Site Design – CIW4
CIS-Networking Specialist – CIN4
Gaming Technology – GAM4
Marketing Technology – MM02

TECHNICAL CERTIFICATES OF CREDIT

Accounting
Office Accounting Specialist – 5AY1

Banking and Finance
Banking and Finance Fundamentals – BFN1

Business Administrative Technology

Administrative Support Assistant – 5DC1
General Office Assistant – 5DN1
Medical Language Specialist – 5DF1
Microsoft Office Application Professional – 5CG1
Technical Communications – 5DQ1

Computer Information Systems
Advanced Web Site Designer – WEC1
Animation and Game Design Specialist – AGD1
CISCO Network Specialist – 5BG1
CompTIA A+ Certified Technician Preparation – 5AT1
Computer Repair Technician – PCP1
Game Development Specialist – GAM1
Game Programming I- GMP1
Help Desk Assistant – 5BL1
Help Desk Specialist – 5BM1
Information Security Specialist – 5BA1
Information Technology Specialist – ISC1
Internet Specialist Web Site Designer Assistant – 5CN1
Internet Specialist Web Site Designer – 5CO1
Internet Specialist Web Site Developer – 5CP1
Microsoft Networking Service Technician – 5CM1
PC Repair and Network Technician – 5AV1
Video Production Assistant – IVD1

Marketing Management
Small Business Ownership – SBS1
Certified Customer Service Specialist - CCSS

Management and Supervisory Development
Human Resource Specialist I – HRS1
Supervisor/Manager Specialist 5AZ1
THE DEGREE PROGRAM

The Accounting Associate Degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems.

Program graduates receive an Accounting, Associate of Applied Science degree.

Associate Degree Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

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<tr>
<td>42 Reading</td>
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<tr>
<td>42 English</td>
<td>62 Writing</td>
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<tr>
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<td>37 Algebra</td>
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**CPE**

| 75 Reading | 75 English | 75 Math |

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 95

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<tr>
<th>Credit Courses</th>
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<td>American Literature 5</td>
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<td>Principles of Auditing 5</td>
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<td>Legal Environment of Business 5</td>
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<tr>
<td>ACC 2156</td>
<td>Business Tax Accounting 5</td>
</tr>
<tr>
<td>ACC 2157</td>
<td>Integrated Accounting Management Systems 6</td>
</tr>
<tr>
<td>ACC 2158</td>
<td>Managerial Accounting 6</td>
</tr>
<tr>
<td>ACC 2159</td>
<td>Accounting Simulation 5</td>
</tr>
<tr>
<td>ACC 2160</td>
<td>Advanced Spreadsheets Applications 5</td>
</tr>
<tr>
<td>ACC 2164</td>
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<tr>
<td>ACC 2165</td>
<td>Capstone Review Course of Accounting Principles 6</td>
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<tr>
<td>BAF 100</td>
<td>Introduction to Banking and Finance 5</td>
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<tr>
<td>BUS 1150</td>
<td>Database Applications 3</td>
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<td>BUS 1240</td>
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<td>CIS 106</td>
<td>Computer Concepts 5</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Introduction to Marketing 5</td>
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</tbody>
</table>
MKT 101  Principles of Management  5  
MSD 100  Management Principles  5  
MSD 101  Organizational Behavior  5  
* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

ACCOUNTING – AC02

THE DIPLOMA PROGRAM

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 as accounting technicians.

Diploma Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
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<tbody>
<tr>
<td>38</td>
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<td>35</td>
<td>23</td>
</tr>
<tr>
<td>35</td>
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<table>
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<th>ACT</th>
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CPE

<table>
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<tr>
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Other conditions for admission: None

CURRICULUM

Credits required for graduation: 68

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<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
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<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II 5</td>
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<td>Business Mathematics 5</td>
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<table>
<thead>
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<th>Occupational Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I 6</td>
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<td>ACC 1102</td>
<td>Principles of Accounting II 6</td>
</tr>
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<td>ACC 1103</td>
<td>Principles of Accounting III 6</td>
</tr>
<tr>
<td>ACC 1104</td>
<td>Computerized Accounting 3</td>
</tr>
<tr>
<td>ACC 1106</td>
<td>Accounting Spreadsheet Fundamentals 3</td>
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<tr>
<td>BUS 1130</td>
<td>Document Processing (6)</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BUS 1100</td>
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<tr>
<td>SCT 100</td>
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<tr>
<td>ACC 1151</td>
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<td>ACC 2167</td>
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<td>Introduction to Governmental and Nonprofit Accounting 5</td>
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<td>ACC 2150</td>
<td>Cost Accounting 6</td>
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<tr>
<td>ACC 2154</td>
<td>Personal Finance 5</td>
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<td>ACC 2155</td>
<td>Legal Environment of Business 5</td>
</tr>
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<td>ACC 2156</td>
<td>Business Tax Accounting 5</td>
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<tr>
<td>ACC 2157</td>
<td>Integrated Accounting Management Systems 6</td>
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<td>Database Applications 3</td>
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<td>BUS 1240</td>
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<td>CIS 106</td>
<td>Computer Concepts 5</td>
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<td>MKT 100</td>
<td>Introduction to Marketing 5</td>
</tr>
</tbody>
</table>
MKT 101  Principles of Management  5
MSD 100  Management Principles  5
MSD 101  Organizational Behavior  5

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Office Accounting Specialist – 5AY1
The Office Accounting Specialist technical certificate of credit provides entry-level office accounting skills. Topics include: principles of accounting, computerized accounting and basic computer skills.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38  Reading</td>
<td>70  Reading</td>
</tr>
<tr>
<td>35  English</td>
<td>23  Writing</td>
</tr>
<tr>
<td>35  Numerical Skills</td>
<td>26  Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
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</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 18

<table>
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<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>ACC 1102  Principles of Accounting II</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1104  Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SCT 100  Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>
THE DEGREE PROGRAM

The Banking and Finance, Associate of Applied Science degree program prepares students for employment in a variety of positions in today’s banking, insurance, mortgage, and financial services industries. The program provides learning opportunities that assist and reinforce industry needs. The program emphasizes a combination of advanced Banking and Finance theory and the practical application necessary for successful employment. The program is designed for new, current, or returning students for skill and knowledge enhancement.

Associate Degree Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>42</td>
<td>81</td>
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<tr>
<td>English</td>
<td>Writing</td>
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<tr>
<td>42</td>
<td>62</td>
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<tr>
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<td>N/A</td>
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<tr>
<td>Numerical Skills</td>
<td>Numerical Skills</td>
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<tr>
<td>42</td>
<td>37</td>
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<td>ACT</td>
<td>SAT</td>
</tr>
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<td>18</td>
<td>430</td>
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<td>16</td>
<td>400</td>
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<td>Math</td>
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CPE

75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 112

<table>
<thead>
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<td>ECO 1101 Principles of Economics</td>
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<tr>
<td>OR ECO 2106 Principles of Microeconomics</td>
<td>5</td>
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<tr>
<td>OR ECO 2105 Principles of Macroeconomics</td>
<td>(5)</td>
</tr>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1102 Literature and Composition</td>
<td>5</td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>5</td>
</tr>
<tr>
<td>OR ENG 2130 American Literature</td>
<td>(5)</td>
</tr>
<tr>
<td>SPC 1101 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1100 Quantitative Skills and Reasoning</td>
<td>6</td>
</tr>
</tbody>
</table>

Occupational Courses

| ACC 1101 Principles of Accounting I | 6 |
| ACC 1102 Principles of Accounting II | 6 |
| ACC 1106 Accounting Spreadsheet Fundamentals | 3 |
| BAF 100 Introduction to Banking & Finance | 5 |
| BAF 113 Money and Banking | 5 |
| BAF 114 Bank Business & Information Systems | 3 |
| BAF 115 Financial Management & Counseling | 4 |
| BAF 132 Banking and Finance O.B.I. I | 5 |
| OR XXX xxx Elective** | (5) |
| BAF 133 Banking & Finance O.B.I. II | 5 |
| OR XXX xxx Elective** | (5) |
| BAF 200 Finance | 5 |
| BAF 205 Real Estate Finance | 5 |
| BAF 210 Contemporary Bank Management | 5 |
| BAF 215 Web Based Banking & Finance | 5 |
| BUS 1130 Document Processing | 6 |
| MKT 103 Business Law | 5 |
| MKT 106 Fundamentals of Selling | 5 |
| SCT 100 Introduction to Microcomputers | 3 |

*The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

THE DIPLOMA PROGRAM

The Banking and Finance diploma program prepares students for employment in a variety of positions in today’s banking, insurance, mortgage, and financial services industries. The program provides learning opportunities that assist and reinforce industry needs. The program emphasizes a combination of advanced Banking and Finance theory and the practical application necessary for successful

BANKING AND FINANCE - BFN2
employment. The program is designed for new, current, or returning students for skill and knowledge enhancement.

**Diploma Admission Requirements**
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
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<tr>
<td>16 Math</td>
<td>400 Math</td>
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<td>CPE</td>
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<td>75 Math</td>
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Other conditions for admission: None

**CURRICULUM**
Credits required for graduation: 89

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<th>Credit Courses</th>
<th>Credit Hours</th>
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<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
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<td>ENG 1010 Fundamentals of English I</td>
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<tr>
<td>ENG 1012 Fundamentals of English II</td>
<td>5</td>
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<tr>
<td>MAT 1011 Business Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>ACC 1101 Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1102 Principles of Accounting II</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1106 Accounting Spreadsheet Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BAF 100 Introduction to Banking &amp; Finance</td>
<td>5</td>
</tr>
<tr>
<td>BAF 113 Money and Banking</td>
<td>5</td>
</tr>
<tr>
<td>BAF 114 Bank Business &amp; Information Systems</td>
<td>3</td>
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<tr>
<td>BAF 115 Financial Management &amp; Counseling</td>
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<tr>
<td>BAF 132 Banking and Finance O.B.I.</td>
<td>5</td>
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**OR**

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<tr>
<td>BAF 200 Finance</td>
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<tr>
<td>BAF 215 Web Based Banking &amp; Finance</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1130 Document Processing</td>
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<tr>
<td>MKT 103 Business Law</td>
<td>5</td>
</tr>
<tr>
<td>MKT 104 Principles of Economics</td>
<td>5</td>
</tr>
<tr>
<td>MKT 106 Fundamentals of Selling</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

**TECHNICAL CERTIFICATES**

**Banking & Finance Fundamentals – BFN1**
The Banking and Finance Fundamentals technical certificate of credit is designed to provide skills training to individuals interested in banking or a related career. This technical certificate will provide entry level skills training in the banking industry.

**PROGRAM REQUIREMENTS**
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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<tr>
<td>38 Reading</td>
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<td>N/A Algebra</td>
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<td>SAT</td>
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<td>430 Verbal</td>
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<td>16 Math</td>
<td>400 Math</td>
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Other conditions for admission: None

**CURRICULUM**
Credits required for graduation: 25

<table>
<thead>
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<th>Occupational Courses</th>
<th>Credit Hours</th>
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<td>ACC 1101 Principles of Accounting I</td>
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<tr>
<td>ACC 1106 Accounting Spreadsheet Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BAF 100 Introduction to Banking &amp; Finance</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1011 Business Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx Elective **</td>
<td>3</td>
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</tbody>
</table>

* Decisions regarding the selection of electives are made by the student after consultation with the instructor.
BUSINESS ADMINISTRATIVE TECHNOLOGY – BAT3

THE DEGREE PROGRAM
The Business Administrative Technology, Associate of Applied Science degree program is designed to prepare graduates for employment in a variety of positions in today’s technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of this program receive a Business Administrative Technology, Associate of Applied Science degree.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
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<tr>
<td>ACT Verbal</td>
<td>480 Verbal</td>
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<tr>
<td>18 Math</td>
<td>430 Math</td>
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</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 95

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<td>ENG 2130 American Literature</td>
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</tr>
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<td>HUM 1101 Introduction to Humanities OR (5)</td>
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<tr>
<td>SPC 1101 Public Speaking</td>
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</tr>
<tr>
<td>PSY 1101 Introduction to Psychology</td>
<td>5</td>
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<tr>
<td>MAT 1111 College Algebra</td>
<td>5</td>
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<tr>
<td>MAT 1100 Quantitative Skills and Reasoning (6)</td>
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<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1101 Principles of Accounting I</td>
<td>6</td>
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<tr>
<td>ACC 1102 Principles of Accounting II</td>
<td>6</td>
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<tr>
<td>BUS 1130 Document Processing</td>
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<tr>
<td>BUS 1150 Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1240 Office Procedures</td>
<td>5</td>
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<tr>
<td>BUS 1140 Word Processing</td>
<td>5</td>
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<td>BUS 2210 Applied Office Procedures</td>
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<tr>
<td>BUS 1170 Electronic Communication Applications</td>
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<tr>
<td>BUS 2110 Advanced Word Processing</td>
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<tr>
<td>BUS 2120 Spreadsheet Applications</td>
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<td>BUS 2150 Presentation Applications</td>
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<tr>
<th>Occupational Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2202 XHTML Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2130 Advanced Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2240 Business Administrative Assistant Internship I</td>
<td>6</td>
</tr>
<tr>
<td>BUS 2250 Business Administrative Assistant Internship II</td>
<td>12</td>
</tr>
<tr>
<td>BUS 1100 Introduction to Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1200 Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1160 Desktop Publishing</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
BUSINESS ADMINISTRATIVE TECHNOLOGY – BAT2

THE DIPLOMA PROGRAM
The Business Administrative Technology diploma program is designed to prepare graduates for employment in a variety of positions in today’s technology-driven workplaces. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the areas of business administration and business technology. Graduates of the program receive a Business Administrative Technology diploma with a specialty in either Business Administrative Assistant or Medical Administrative Assistant.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None
MEDICAL ADMINISTRATIVE ASSISTANT

**Specialization Courses** Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1010</td>
<td>Introduction to Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>OR AHS 1011</td>
<td>Anatomy and Physiology</td>
<td>(5)</td>
</tr>
<tr>
<td>OR BUS 2310</td>
<td>Anatomy and Terminology</td>
<td>(5)</td>
</tr>
<tr>
<td>OR BUS 2300</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OR AHS 109</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>(3)</td>
</tr>
<tr>
<td>MAS 112</td>
<td>Human Diseases</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2340</td>
<td>Medical Administrative Procedures</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2370</td>
<td>Medical Office Billing/Coding/Insurance</td>
<td>5</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Specific Occupational-Guided Electives**</td>
<td>12</td>
</tr>
</tbody>
</table>

**MEDICAL ADMINISTRATIVE ASSISTANT**

**Elective Courses** Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2320</td>
<td>Medical Document Processing/Transcription</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2330</td>
<td>Advanced Medical Document Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2380</td>
<td>Medical Administrative Assistant Internship I</td>
<td>6</td>
</tr>
<tr>
<td>BUS 2390</td>
<td>Medical Administrative Assistant Internship II</td>
<td>12</td>
</tr>
<tr>
<td>BUS 1100</td>
<td>Introduction to Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1150</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1200</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2110</td>
<td>Advanced Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1160</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2130</td>
<td>Advanced Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2150</td>
<td>Presentation Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Administrative Support Assistant – 5DC1
The Administrative Support Assistant technical certificate of credit provides a basic technological and professional background for individuals wishing to become employed in a professional business office. This program of study contains the combination of theory and technical classes necessary for successful office employment. These classes will include training in Microsoft Office software packages, communications, accounting, customer service, and general administrative office skills. This certificate can be taken online.

**PROGRAM REQUIREMENTS**

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>English</td>
<td>Writing</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**

**Credits required for graduation: 31**

**Occupational Courses** Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>BUS 1100</td>
<td>Introduction to Keyboarding (Elective)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>BUS 1140</td>
<td>Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1240</td>
<td>Office Procedures</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>BUS xxx</td>
<td>Advisor Approved Specific Occupational Guided Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Office Assistant – 5DN1**
The General Office Assistant technical certificate of credit provides basic technological and professional training for individuals seeking employment in a professional office environment. During the course of their study, students receive training in essential areas of office skills needed in today’s challenging office settings. Students receive classroom instruction and hands-on training in the latest computer technology. This certificate can be taken online.

**PROGRAM REQUIREMENTS**

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>English</td>
<td>Writing</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
**CURRICULUM**

*Credits required for graduation: 22*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1100  Introduction to Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1130  Document Processing</td>
<td>6</td>
</tr>
<tr>
<td>BUS 1240  Office Procedures</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1140  Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100  Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Microsoft Office Application Professional – 5CG1**
The certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

**CPE**

75 Reading 75 English 75 Math

**Admission Requirements**

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

Other conditions for admission: None

**CURRICULUM**

*Credits required for graduation: 48+

<table>
<thead>
<tr>
<th>English Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric 5</td>
</tr>
</tbody>
</table>

**Mathematics:** Choice of one of the following

<table>
<thead>
<tr>
<th>Mathematics Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1101</td>
<td>Mathematical Modeling 5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra 5</td>
</tr>
<tr>
<td>MAT 1113</td>
<td>Pre-Calculus 5</td>
</tr>
<tr>
<td>MAT 1127</td>
<td>Introduction to Statistics 5</td>
</tr>
</tbody>
</table>

**Social Sciences:** 5 to 10 credits *

<table>
<thead>
<tr>
<th>Social Sciences Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1101</td>
<td>Principles of Economics 5</td>
</tr>
<tr>
<td>HIS 1111</td>
<td>World History I 5</td>
</tr>
<tr>
<td>HIS 1112</td>
<td>World History II 5</td>
</tr>
<tr>
<td>HIS 2111</td>
<td>U.S. History I 5</td>
</tr>
<tr>
<td>HIS 2112</td>
<td>U.S. History II 5</td>
</tr>
<tr>
<td>POL 1101</td>
<td>American Government 5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology 5</td>
</tr>
<tr>
<td>PSY 2103</td>
<td>Human Development 5</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology 5</td>
</tr>
<tr>
<td>Humanities: 5 to 10 credits *</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>ART 1101 Art Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>5</td>
</tr>
<tr>
<td>MUS 1101 Music Appreciation</td>
<td>5</td>
</tr>
</tbody>
</table>

* Not to exceed 15 total credit hours from these two categories

<table>
<thead>
<tr>
<th>General Core Electives **</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX xxxx Specified General Core Electives</td>
<td>10-20</td>
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</tbody>
</table>

** Not to exceed 30 total credit hours from these two categories

<table>
<thead>
<tr>
<th>Required Occupational Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Core Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1101</td>
<td>Art Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2113</td>
<td>Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2114</td>
<td>Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2117</td>
<td>Medical Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHM 1111</td>
<td>Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHM 1112</td>
<td>Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>ECO 1101</td>
<td>Principles of Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECO 2105</td>
<td>Principles of Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1105</td>
<td>Technical Communications</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130</td>
<td>American Literature</td>
<td>5</td>
</tr>
<tr>
<td>HIS 1111</td>
<td>World History I</td>
<td>5</td>
</tr>
<tr>
<td>HIS 1112</td>
<td>World History II</td>
<td>5</td>
</tr>
<tr>
<td>HIS 2111</td>
<td>U.S. History I</td>
<td>5</td>
</tr>
<tr>
<td>HIS 2112</td>
<td>U.S. History II</td>
<td>5</td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1101</td>
<td>Mathematical Modeling</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1112</td>
<td>College Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1113</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1127</td>
<td>Introduction to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>MUS 1101</td>
<td>Music Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>PHY 1110</td>
<td>Introductory Physics</td>
<td>5</td>
</tr>
<tr>
<td>POL 1101</td>
<td>American Government</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSY 2103</td>
<td>Human Development</td>
<td>5</td>
</tr>
<tr>
<td>PSY 2250</td>
<td>Abnormal Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
</tbody>
</table>

### Occupational / Technical Courses ** (Choose One Track)

** Business & Information Technology

** Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>ACC 1102</td>
<td>Principles of Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACC 1104</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1152</td>
<td>Payroll Accounting</td>
<td>5</td>
</tr>
</tbody>
</table>

### Banking and Finance

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAF 100</td>
<td>Introduction to Banking &amp; Finance</td>
<td>5</td>
</tr>
<tr>
<td>BAF 113</td>
<td>Money and Banking</td>
<td>5</td>
</tr>
<tr>
<td>BAF 114</td>
<td>Bank Business and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BAF 115</td>
<td>Financial Management and Counseling</td>
<td>4</td>
</tr>
</tbody>
</table>

### Business Administrative Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1150</td>
<td>Database Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1140</td>
<td>Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2120</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2150</td>
<td>Presentation Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2110</td>
<td>Advanced Word Processing</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Computer Information Systems Help Desk

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1131</td>
<td>Help Desk Concepts</td>
<td>6</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation &amp; Maintenance</td>
<td>7</td>
</tr>
</tbody>
</table>

### Computer Information Systems - Internet Specialist

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2202</td>
<td>XHTML Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1123</td>
<td>Web Graphics &amp; Animation</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2211</td>
<td>Web Site Design Tools</td>
<td>6</td>
</tr>
</tbody>
</table>

### Computer Information Systems Networking

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts</td>
<td>6</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Computer Information Systems Programming

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Flowcharting</td>
<td>5</td>
</tr>
<tr>
<td>CIS xxx</td>
<td>Two Programming Languages</td>
<td>12-13</td>
</tr>
</tbody>
</table>

### Early Childhood Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Intro to Early Childhood Care and Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1030</td>
<td>Human Growth and Development I</td>
<td>5</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety and Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECE xxxx</td>
<td>Elective</td>
<td>5</td>
</tr>
</tbody>
</table>

### Marketing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 100</td>
<td>Introduction to Marketing</td>
<td>5</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Principles of Management</td>
<td>5</td>
</tr>
<tr>
<td>MKT 106</td>
<td>Fundamentals of Selling</td>
<td>5</td>
</tr>
<tr>
<td>MKT 208</td>
<td>Service Marketing</td>
<td>5</td>
</tr>
</tbody>
</table>
Medical Language Specialist – 5DF1
The Medical Language Specialist program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38  Reading</td>
<td>70  Reading</td>
</tr>
<tr>
<td>35  English</td>
<td>23  Writing</td>
</tr>
<tr>
<td>35  Numerical Skills</td>
<td>26  Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A  Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 43

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011 Anatomy and Physiology</td>
<td>5</td>
</tr>
</tbody>
</table>
| OR
| BUS 2310 Anatomy and Terminology for the Medical Administrative Assistant | (5) |
| OR
| BUS 2300 Medical Terminology | 3 |
| OR
| AHS 109 Medical Terminology for Allied Health Sciences | (3) |
| BUS 1130 Document Processing | 6 |
| SCT 100 Introduction to Microcomputers | 3 |
| ENG 1010 Fundamentals of English I | 5 |
| BUS 2320 Medical Document Processing/Transcription | 5 |
| BUS 2330 Advanced Medical Document Processing | 5 |
| MAS 112 Human Diseases | 5 |
| BUS xxx Specific Occupational-Guided Electives | 6 |
THE DEGREE PROGRAM

The Computer Information Systems – Computer Programming, Associate of Applied Science 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. Program 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 receive a Computer Information System – Computer Programming, Associate of Applied Science degree and are qualified for employment as computer programmers.

Associate Degree Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading  75 English  75 Math

Other conditions for admission: None

Core Courses | Credit Hours
---|---
ENG 1101 Composition and Rhetoric | 5
ENG 2130 American Literature | 5
OR
HUM 1101 Introduction to Humanities | (5)
ENG 1105 Technical Communications | 5
OR
SPC 1101 Public Speaking | (5)
MAT 1111 College Algebra | 5
OR
MAT 1101 Mathematical Modeling | (5)
XXX 11xx General Core Elective ** | 5
XXX 11xx Social/Behavioral Core Course ** | 5

Occupational Courses | Credit Hours
---|---
CIS 105 Program Design and Development | 5
CIS 106 Computer Concepts | 5
CIS 112 System Analysis and Design | 6
CIS 214 Database Management | 6
CIS 1140 Networking Fundamentals | 6
OR
CIS 2321 Introduction to LAN and WAN | (6)
CIS 103 Operating Systems Concepts | 6
CIS xxxx Specific Occupational Guided Language Courses ** | 37
ACC 1101 Principles of Accounting I | 6
SCT 100 Introduction to Microcomputers | 3

(The following is a list of approved language courses. To meet this requirement, the student must take at least 14 credit hours from the same language.)

Suggested Courses for Electives | Credit Hours
---|---
CIS 113 COBOL I | 7
CIS 114 COBOL II | 7
CIS 215 COBOL III | 7
CIS 216 COBOL IV | 7
CIS 255 Introduction to “C” Programming | 7
CIS 256 Advanced “C” Programming | 7
CIS 282 Introduction to C++ Programming | 7
CIS 149 Advanced C++ Programming | 7
CIS 157 Introduction to BASIC Visual | 7
CIS 2570 Advanced Visual BASIC Programming | 7
CIS 250 Introduction to RPG Programming | 7
CIS 251 Advanced RPG Programming | 7
CIS 252 Introduction to JAVA | 7
CIS 2421 Intermediate JAVA | 7
CIS 2431 Advanced Java Programming | 7
CIS 2161 Structured Query Language (SQL) | 7
CIS 280 Advanced Systems Projects | 7
CIS 2441 Advanced Programming Topics | 7
CIS 1121 Visual Basic.NET I | 7
CIS 1122 Visual Basic.NET II | 7

CURRICULUM
Credits required for graduation: 110
* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

**COMPUTER PROGRAMMING – CIP4**

**THE DIPLOMA PROGRAM**
The Computer Information Systems – 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. Program graduates are to be competent in the general areas of mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Information System – Computer Programming diploma and are qualified for employment as computer programmers.

**Diploma Admission Requirements**
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

**ASSET COMPASS**

<table>
<thead>
<tr>
<th>Score</th>
<th>Reading</th>
<th>English</th>
<th>Numerical Skills</th>
<th>Algebra</th>
<th>Verbal</th>
<th>Math</th>
<th>SAT Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>70</td>
<td>23</td>
<td>N/A</td>
<td>28</td>
<td>430</td>
<td>400</td>
<td>75</td>
</tr>
</tbody>
</table>

**CPE**

<table>
<thead>
<tr>
<th>Score</th>
<th>Reading</th>
<th>English</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>75</td>
<td>75</td>
<td></td>
</tr>
</tbody>
</table>

Other conditions for admission: None

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development 3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II 5</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Algebraic Concepts 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Program Design and Development 5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts 5</td>
</tr>
<tr>
<td>CIS 112</td>
<td>System Analysis and Design 6</td>
</tr>
<tr>
<td>CIS 214</td>
<td>Database Management 6</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2321</td>
<td>Introduction to LAN and WAN (6)</td>
</tr>
<tr>
<td>CIS xxx</td>
<td>An Operating Systems Course ** 6</td>
</tr>
<tr>
<td>CIS xxxx</td>
<td>Specific Occupational Guided Language Course ** 35</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>

(The following is a list of approved language courses. To meet this requirement, the student must take at least 14 credit hours from the same language.)

<table>
<thead>
<tr>
<th>Suggested Courses for Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 255</td>
<td>Introduction to “C” Programming 7</td>
</tr>
<tr>
<td>CIS 256</td>
<td>Advanced “C” Programming 7</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Introduction to C++ Programming 7</td>
</tr>
<tr>
<td>CIS 149</td>
<td>Advanced C++ Programming 7</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to BASIC Visual 7</td>
</tr>
<tr>
<td>CIS 2570</td>
<td>Advanced Visual BASIC Programming 7</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Introduction to RPG Programming 7</td>
</tr>
<tr>
<td>CIS 251</td>
<td>Advanced RPG Programming 7</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Introduction to JAVA 7</td>
</tr>
<tr>
<td>CIS 2421</td>
<td>Intermediate JAVA 7</td>
</tr>
<tr>
<td>CIS 2431</td>
<td>Advanced Java Programming 7</td>
</tr>
<tr>
<td>CIS 2161</td>
<td>Structured Query Language (SQL) 7</td>
</tr>
<tr>
<td>CIS 280</td>
<td>Advanced Systems Projects 7</td>
</tr>
<tr>
<td>CIS 2441</td>
<td>Advanced Programming Topics 7</td>
</tr>
<tr>
<td>CIS 2451</td>
<td>Introduction to PHP Programming 7</td>
</tr>
<tr>
<td>CIS 2452</td>
<td>Advanced PHP Programming 7</td>
</tr>
<tr>
<td>CIS 1121</td>
<td>Visual Basic.NET I 7</td>
</tr>
<tr>
<td>CIS 1122</td>
<td>Visual Basic.NET II 7</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DEGREE PROGRAM
The Computer Information Systems - Computer Support Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program 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 receive a Computer Information Systems - Computer Support Specialist Associate of Applied Science degree and are qualified for employment as computer support specialists.

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- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>81</td>
</tr>
<tr>
<td>42</td>
<td>62</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>42</td>
<td>37</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18</td>
<td>430</td>
</tr>
<tr>
<td>16</td>
<td>400</td>
</tr>
<tr>
<td>CPE</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 110+

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>MAT 1111 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1101 Mathematical Modeling</td>
<td>(5)</td>
</tr>
<tr>
<td>SPC 1101 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG 1105 Technical Communications</td>
<td>(5)</td>
</tr>
<tr>
<td>XXX 11xx General Core Elective **</td>
<td>5</td>
</tr>
<tr>
<td>XXX 11xx Social/Behavioral Science</td>
<td>** 5</td>
</tr>
<tr>
<td>Core Course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 Program Design and Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106 Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 122 Microcomputer Installation and Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>CIS 127 Comprehensive Word Processing and Presentation Graphics</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1140 Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CIS 2321 Introduction to LAN and WAN</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2228 Comprehensive Spreadsheet Techniques</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2229 Comprehensive Database Techniques</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxx Operating Systems Course</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxxx Specific Occupational Guided Elective approved by program coordinator **</td>
<td>7</td>
</tr>
<tr>
<td>XXX xxx Specific Occupational Guided Elective **</td>
<td>23</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of one of the following suggested courses is required.

<table>
<thead>
<tr>
<th>Suggested Elective Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 124 Microcomputer Database Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 157 Introduction to Visual Basic Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 250 Introduction to RPG Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 252 Introduction to Java Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 255 Introduction to “C” Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 282 Introduction to C++ Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 1121 Visual Basic.NET I</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2161 Structured Query Language (SQL)</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2451 Introduction to PHP Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2511 Introduction to Python Programming</td>
<td>7</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.
** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

**COMPUTER SUPPORT SPECIALIST**
– CMU4

**THE DIPLOMA PROGRAM**
The Computer Information Systems - 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 Information Systems - Computer Support Specialist diploma and are qualified for employment as computer support specialists.

*Diploma Admission Requirements*
Applicants must meet general admissions requirements, and must also:

Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**
Required Age: 16
High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>37 Algebra</td>
<td>28 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

*CPE*

<table>
<thead>
<tr>
<th>English</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

* Other conditions for admission: None

**CURRICULUM**

<table>
<thead>
<tr>
<th>Credits required for graduation: 90</th>
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</table>

**Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Algebra Concepts</td>
<td>5</td>
</tr>
</tbody>
</table>

**Occupational Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS xxx</td>
<td>Operating Systems Course</td>
<td>6</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Program Design and Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>CIS 127</td>
<td>Comprehensive Word Processing and Presentation Graphics</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td>CIS 2321 Introduction to LAN and WAN</td>
<td>(6)</td>
</tr>
<tr>
<td></td>
<td>CIS 2228 Comprehensive Spreadsheet Techniques</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>CIS 2229 Comprehensive Database Techniques</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>XXX xxx Specific Occupational Guided Elective **</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>XXX xxx Language Elective</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Language Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 250</td>
<td>Introduction to RPG Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Introduction to Java Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Introduction to C Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Introduction to C++ Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 1121</td>
<td>Visual Basic .NET I</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2161</td>
<td>Oracle PL/SQL programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2451</td>
<td>Introduction to PHP Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2511</td>
<td>Introduction to Python Programming</td>
<td>7</td>
</tr>
</tbody>
</table>

* The student's actual curriculum may vary somewhat from the outline above. ** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DEGREE PROGRAM
The Computer Information Systems - Database Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program 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 receive a Computer Information System - Database Specialist Associate of Applied Science degree and are qualified for employment as database specialists.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

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- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
</tbody>
</table>

ACT
18 Verbal 430 Verbal
16 Math 400 Math

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None
THE DIPLOMA PROGRAM
The Computer Information Systems - Database 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 Information System - Database Specialist diploma and are qualified for employment as database specialists.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>37</td>
<td>28</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>430</td>
</tr>
<tr>
<td>16</td>
<td>400</td>
</tr>
</tbody>
</table>

CPE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>75</td>
<td>Math</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 90

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012 Fundamentals of English II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1013 Algebraic Concepts</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 Program Design and Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106 Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 214 Database Management</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1140 Networking Fundamentals</td>
<td>6</td>
</tr>
</tbody>
</table>

OR

| CIS 2321 Introduction to LAN and WAN | (6) |
| CIS 112 Systems Analysis and Design | 6   |
| CIS 2128 Introduction to Databases  | 7   |
| CIS 2129 Database Administration    | 7   |
| CIS 2130 Database Backup and Recovery | 7  |
| CIS 2131 Database Performance Tuning | 7  |
| CIS xxx Programming Language Elective ** | 7  |
| CIS xxx Operating Systems Course **  | 6   |
| SCT 100 Introduction to Microcomputers | 3   |

<table>
<thead>
<tr>
<th>Suggested Courses for Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 124 Microcomputer Database Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 157 Introduction to Visual Basic Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 252 Introduction to JAVA Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 255 Introduction to “C” Programming</td>
<td>7</td>
</tr>
<tr>
<td>CIS 2202 XHTML Fundamentals</td>
<td>5</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
CIS - INFORMATION SECURITY SPECIALIST – CIC3

THE DEGREE PROGRAM
The Computer Information Systems - Information Security Specialist, Associate of Applied Science 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. Program 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, computer networking and information security. Program graduates receive a Computer Information System - Information Security Specialist, Associate of Applied Science degree and are qualified for employment as Information Security specialists.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 103

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric 5</td>
</tr>
<tr>
<td>ENG 2130</td>
<td>American Literature 5</td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities (5)</td>
</tr>
<tr>
<td>ECO 1101</td>
<td>Principles of Economics 5</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra 5</td>
</tr>
<tr>
<td>MAT 1101</td>
<td>Mathematical Modeling (5)</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology 5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts 6</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Program Design and Development 5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts 5</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance 7</td>
</tr>
<tr>
<td>CIS 1115</td>
<td>Information Security Fundamentals 5</td>
</tr>
<tr>
<td>CIS 1116</td>
<td>Security Policies and Procedures 5</td>
</tr>
<tr>
<td>CIS 1117</td>
<td>Implementing Operating Systems Security 6</td>
</tr>
<tr>
<td>CIS 1118</td>
<td>Implementing Network Security 6</td>
</tr>
<tr>
<td>CIS 1119</td>
<td>Implementing Internet/Intranet Firewalls 6</td>
</tr>
<tr>
<td>CIS 1120</td>
<td>Computer Forensics and Disaster Recovery 6</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals 6</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Introduction to LAN and WAN (6)</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
<tr>
<td>CIS xxx</td>
<td>Procedural Language Elective Approved by Advisor 7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suggested Courses for Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 124</td>
<td>Microcomputer Database Programming 7</td>
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<tr>
<td>CIS 157</td>
<td>Introduction to Visual Basic Programming 7</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Introduction to JAVA Programming 7</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Introduction to “C” Programming 7</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above. ** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
**THE DIPLOMA PROGRAM**
The Information Security Specialist diploma program is designed to provide students with an understanding of the concepts, principles, and techniques required in the field of computer information systems. The program will train computer specialists to prevent attacks on information stored on computers or in transit on a network. A second purpose is to train computer specialists in the correct actions to be taken in the event of an attempted attack or a successful attack. This program also prepares students for the A+, Network+, and Security+ certifications.

**Diploma Admission Requirements**
Applicants must meet general admissions requirements, and must also:
- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>37 Algebra</td>
<td>28 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
<tr>
<td>CPE</td>
<td></td>
</tr>
<tr>
<td>75 Reading</td>
<td>75 English</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

---

**CURRICULUM**
Credits required for graduation: 90

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Algebraic Concepts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Program Design and Development</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Introduction to LAN and WAN (6)</td>
</tr>
<tr>
<td>CIS 1115</td>
<td>Information Security Fundamentals</td>
</tr>
<tr>
<td>CIS 1116</td>
<td>Security Policies and Procedures</td>
</tr>
<tr>
<td>CIS 1117</td>
<td>Implementing Operating Systems Security</td>
</tr>
<tr>
<td>CIS 1118</td>
<td>Implementing Network Security</td>
</tr>
<tr>
<td>CIS 1119</td>
<td>Implementing Internet/Intranet Firewalls</td>
</tr>
<tr>
<td>CIS 1120</td>
<td>Computer Forensics and Disaster Recovery</td>
</tr>
<tr>
<td>CIS xxx</td>
<td>Specific Occupational Guided Elective approved by advisor</td>
</tr>
<tr>
<td>CIS xxx</td>
<td>An Operating Systems Course **</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedural Language Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 157</td>
<td>Introduction to Visual Basic Programming</td>
</tr>
<tr>
<td>CIS 250</td>
<td>Introduction to RPG Programming</td>
</tr>
<tr>
<td>CIS 252</td>
<td>Introduction to JAVA Programming</td>
</tr>
<tr>
<td>CIS 255</td>
<td>Introduction to “C” Programming</td>
</tr>
<tr>
<td>CIS 2161</td>
<td>Structured Query Language (SQL)</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
INTERNET SPECIALIST - WEB SITE DESIGN – CIW3

THE DEGREE PROGRAM
The Internet Specialist Web Site Design degree provides skills for creating, maintaining, and updating standard web sites. These skills include XHTML, scripting languages, web page design techniques, 2-D and 3D animation as well as graphic development and manipulation. Program graduates are to also be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics. Program graduates receive a Computer Information Systems - Internet Specialist - Web Site Design Associate of Applied Science degree and are qualified for employment as Internet Specialists – Web Site Designers.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

• Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

• Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading  75 English  75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 102

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric  5</td>
</tr>
<tr>
<td>ENG 2130</td>
<td>American Literature  5</td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities  5</td>
</tr>
<tr>
<td>ENG 1105</td>
<td>Technical Communications  5</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking  5</td>
</tr>
<tr>
<td>MAT 111</td>
<td>College Algebra 1</td>
</tr>
<tr>
<td>MAT 1101</td>
<td>Mathematical Modeling  5</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>General Core Elective **  5</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Social/Behavioral Science Core Course 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS xxx Operating Systems Concepts</td>
<td>6</td>
</tr>
<tr>
<td>CIS 105 Program Design and Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106 Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1140 Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2321 Introduction to LAN and WAN</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2202 XHTML Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CIS 2211 Web Site Design Tools</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2231 Design Methodology</td>
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<tr>
<td>CIS 2261 JavaScript Fundamentals</td>
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<tr>
<td>CIS 2281 Database Connectivity</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1104 Web Graphics Using Adobe Photoshop</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1108 Web Graphics Using JASC Paint Shop</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1123 Web Graphics and Animation Using Flash</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1124 Web Graphics and Animation using Adobe Illustrator and Adobe LiveMotion</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2102 Advanced Web Graphics and Multimedia using Adobe Premiere</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2104 Advanced Web Graphics and Multimedia using Macromedia Director</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2105 Advanced Web Graphics and Animation using Macromedia Flash</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2005 Advanced Web Graphics using Adobe Photoshop</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxx Web Programming Course approved by advisor. **</td>
<td>4</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>
Web Programming Courses  Credit Hours
CIS 1109 Introduction to Web Programming using VB .NET 4
CIS 1110 Introduction to Web Programming using PHP 4
CIS 1106 Introduction to Web Programming using C#.NET 4
CIS 1107 Introduction to Web Programming using PERL 4
CIS 1111 Introduction to Web Programming using Python 4
CIS 1151 CIS Internship 4
CIS 2191 Internet Business Fundamentals 4
CIS 2291 Network Security 6

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

INTERNET SPECIALIST - WEB SITE DESIGN – CIW4

THE DIPLOMA PROGRAM
The Internet Specialist Web Site Design diploma provides skills for creating, maintaining, and updating standard web sites. These skills include XHTML, scripting languages, web page design techniques, 2-D and 3D animation as well as graphic development and manipulation. Program graduates receive a Computer Information Systems - Internet Specialist - Web Site Design diploma and are qualified for employment as Internet Specialists – Web Site Designers.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET COMPAS</th>
<th></th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>70</td>
<td>Verbal</td>
<td>430</td>
</tr>
<tr>
<td>English</td>
<td>23</td>
<td>Writing</td>
<td>400</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>N/A</td>
<td>Algebra</td>
<td>N/A</td>
</tr>
<tr>
<td>Algebra</td>
<td>28</td>
<td>Algebra</td>
<td>6</td>
</tr>
</tbody>
</table>

CPE

<table>
<thead>
<tr>
<th>Reading</th>
<th>English</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 90

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
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<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012 Fundamentals of English II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 101 Business Mathematics 1</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1013 Algebraic Concepts</td>
<td>(5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 Program Design and Development</td>
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<td>5</td>
</tr>
<tr>
<td>CIS 1140 Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CIS 2321 Introduction to LAN and WAN</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2202 XHTML Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CIS 2211 Web Site Design Tools</td>
<td>5</td>
</tr>
<tr>
<td>CIS 2231 Design Methodology</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2261 JavaScript Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 2281 Database Connectivity</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1104 Web Graphics Using Adobe Photoshop</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CIS 1108 Web Graphics Using JASC Paint Shop</td>
<td>(4)</td>
</tr>
<tr>
<td>CIS 1123 Web Graphics and Animation Using Flash</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
</tbody>
</table>
CIS 1124  Web Graphics and Animation using Adobe Illustrator and Adobe LiveMotion (6)

CIS 2102  Advanced Web Graphics and Multimedia using Adobe Premiere 6

OR

CIS 2104  Advanced Web Graphics and Multimedia using Macromedia Director (6)

OR

CIS 2105  Advanced Web Graphics and Animation using Macromedia Flash (6)

OR

CIS 2005  Advanced Web Graphics using Adobe Photoshop (6)

CIS xxx  An Operating Systems Course ** 6

CIS xxx  Web Programming Course approved by advisor. ** 4

SCT 100  Introduction to Microcomputers 3

Web Programming Courses  Credit Hours

CIS 1109  Introduction to Web Programming using VB .NET 4

CIS 1110  Introduction to Web Programming using PHP 4

CIS 1106  Introduction to Web Programming using C#.NET 4

CIS 1107  Introduction to Web Programming using PERL 4

CIS 1111  Introduction to Web Programming using Python 4

CIS 1151  CIS Internship 4

CIS 2191  Internet Business Fundamentals 4

CIS 2291  Network Security 6

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DEGREE PROGRAM
The Computer Information Systems - Networking Specialist, Associate of Applied Science 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. Program 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 receive a Computer Information Systems - Networking Specialist, Associate of Applied Science degree and are qualified for employment as networking specialists.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Compass</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>CPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
<td></td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
<td></td>
</tr>
</tbody>
</table>

75 Reading  75 English  75 Math
Other conditions for admission: None

Core Courses | Credit Hours
--- | ---
ENG 1101 Composition and Rhetoric | 5
ENG 2130 American Literature | 5
HUM 1101 Introduction to Humanities | 5
ENG 1105 Technical Communications | 5
SPC 1101 Public Speaking | 5
MAT 1111 College Algebra | 5
MAT 1101 Mathematical Modeling | 5
XXX xxx General Core Elective ** | 5
XXX xxx Social/Behavioral Science Core Course | 5

Occupational Courses | Credit Hours
--- | ---
CIS 103 Operating Systems Concepts | 6
CIS 105 Program Design and Development | 5
CIS 106 Computer Concepts | 5
CIS 122 Microcomputer Installation and Maintenance | 7
CIS 1140 Networking Fundamentals | 6
CIS 2321 Introduction to LAN and WAN | 6
SCT 100 Introduction to Microcomputers | 3
CIS xxx Programming Language Course ** | 7
CIS xxx Networking Electives | 9

(Completion of one of the following groups of specialty courses prepares student for certification)

MICROSOFT WINDOWS NETWORK ADMINISTRATOR

<table>
<thead>
<tr>
<th>Specialty Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2149 Implementing Microsoft Windows Professional</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2150 Implementing Microsoft Windows Server</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2153 Implementing Microsoft Windows Infrastructure</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxx Microsoft MCSA Elective**</td>
<td>6</td>
</tr>
</tbody>
</table>

OR

CISCO NETWORKING

<table>
<thead>
<tr>
<th>Specialty Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 276 Advanced Routers and Switches</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2322 Introduction to WANs and Routing</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxx Networking elective approved by advisor ** (CIS 2321)</td>
<td>6</td>
</tr>
<tr>
<td>CIS 277 WAN Design</td>
<td>6</td>
</tr>
</tbody>
</table>
**Electives Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2154</td>
<td>Implementing Microsoft Windows Network Directory Services</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2160</td>
<td>Installing, Configuring, and Administering Microsoft Exchange Server</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2554</td>
<td>Introduction to Linux/UNIX</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2555</td>
<td>Linux/UNIX Administration</td>
<td>(6)</td>
</tr>
</tbody>
</table>

**Programming Language Electives Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 252</td>
<td>Introduction to Java Programming</td>
<td>(7)</td>
</tr>
<tr>
<td>CIS 282</td>
<td>Introduction to C++ Programming</td>
<td>(7)</td>
</tr>
<tr>
<td>CIS 1121</td>
<td>Visual Basic .NET I</td>
<td>(7)</td>
</tr>
<tr>
<td>CIS 2161</td>
<td>Structured Query Language (SQL)</td>
<td>(7)</td>
</tr>
<tr>
<td>CIS 2451</td>
<td>Introduction to PHP Programming</td>
<td>(7)</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

**NETWOrKInG SPECIAlIST - CIn4**

**THE DIPLOMA PROGRAM**

The Computer Information Systems – Networking Specialist 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 Information Systems – Networking Specialist diploma and are qualified for employment as networking specialists.

**Diploma Admission Requirements**

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**

**Required Age:** 16

**High School Diploma or GED Required:** Yes

**Minimum Test Scores:**

<table>
<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical Skills</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>38</td>
<td>35</td>
<td>N/A</td>
<td>37</td>
</tr>
<tr>
<td>COMPASS</td>
<td>70</td>
<td>23</td>
<td>N/A</td>
<td>28</td>
</tr>
<tr>
<td>ACT</td>
<td>18</td>
<td>430</td>
<td>28</td>
<td>400</td>
</tr>
<tr>
<td>SAT</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>Math</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**

**Credits required for graduation:** 90

**Core Courses Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Algebra Concepts</td>
<td>5</td>
</tr>
</tbody>
</table>

**Occupational Courses Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Program Design and Development</td>
<td>5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td>Introduction to LAN and WAN (6)</td>
<td></td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxxx</td>
<td>Networking Elective Courses **</td>
<td>9</td>
</tr>
<tr>
<td>CIS xxxx</td>
<td>Language Electives **</td>
<td>7</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

(Completion of one of the following groups of specialty courses prepares student for certification)
## MICROSOFT WINDOWS NETWORK ADMINISTRATOR

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<td>6</td>
</tr>
<tr>
<td>CIS 2153 Implementing Microsoft Windows Infrastructure</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxxx Microsoft MCSA Elective**</td>
<td>6</td>
</tr>
</tbody>
</table>

**OR**

## CISCO NETWORKING

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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CIS 276 Advanced Routers and Switches</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2322 Introduction to WANs and Routing</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxx Networking approved by advisor ** (CIS 2321)</td>
<td>6</td>
</tr>
<tr>
<td>CIS 277 WAN Design</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2154 Implementing Microsoft Windows Network Directory Services</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2160 Installing, Configuring, and Administering Microsoft Exchange Server</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2554 Introduction to Linux/UNIX</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2555 Linux/UNIX Administration</td>
<td>(6)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programming Language Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 252 Introduction to Java Programming</td>
<td>(7)</td>
</tr>
<tr>
<td>CIS 282 Introduction to C++ Programming</td>
<td>(7)</td>
</tr>
<tr>
<td>CIS 1121 Visual Basic.NET I</td>
<td>(7)</td>
</tr>
<tr>
<td>CIS 2451 Introduction to PHP Programming</td>
<td>(7)</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
COMPANY INFORMATION SYSTEMS

TECHNICAL CERTIFICATES

Advanced Web Site Designer – WEC1
The purpose of this certificate is to provide training opportunities for persons already either employed as web site designers or have already been trained as web site designers to upgrade their skill with advanced courses and skills.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>35</td>
<td>26</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. At least 6 months experience as web site designer or appropriate training and advisor approval.

CURRICULUM
Credits required for graduation: 39

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2211</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2221</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2231</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2261</td>
<td>4</td>
</tr>
<tr>
<td>CIS 2271</td>
<td>4</td>
</tr>
<tr>
<td>CIS 2281</td>
<td>7</td>
</tr>
<tr>
<td>CIS xxx</td>
<td>6</td>
</tr>
</tbody>
</table>

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

Animation and Game Design Specialist – AGD1
The Animation and Game Design Specialist technical certificate of credit is designed to prepare students to work in a variety of areas. Those areas include animation and interfaces for the game development industry and Web related fields. The graduate will be prepared to work in simulation development, model fantasy characters for games, develop gaming interfaces, work on the interactive media projects, etc.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>35</td>
<td>26</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. Successful completion of CIS 122 and CIS 1140, or 2 years experience in the networking field, or completion of CIS degree or diploma from regionally accredited college or university.

CURRICULUM
Credits required for graduation: 24

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 276</td>
<td>6</td>
</tr>
<tr>
<td>CIS 277</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>6</td>
</tr>
</tbody>
</table>

89
The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CUMULUM**

Credits required for graduation: 27

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts 6</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts 5</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation &amp; Maintenance 7</td>
</tr>
<tr>
<td>CIS xxx</td>
<td>Elective ** 6</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>

**Computer Repair Technician – PCP1**

The Computer Repair Technician technical certificate of credit program will provide training opportunities for graduates to gain entry-level employment in the field of PC Repair. The certificate will also prepare students to test for the A+ and Network+ certifications.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CUMULUM**

Credits required for graduation: 37

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts 6</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance 7</td>
</tr>
<tr>
<td>CIS 170</td>
<td>AC/DC for PC Repair 5</td>
</tr>
<tr>
<td>CIS 171</td>
<td>Intern I 5</td>
</tr>
<tr>
<td>CIS 172</td>
<td>Intern II 5</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals 6</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>

**Game Development Specialist – GAM1**

The Introduction to Game Development Technical Certificate is designed to prepare students to work as entry level game developers. The student will be able to design and implement a game. Emphasis will be placed on development for the PC platform.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CUMULUM**

Credits required for graduation: 29

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1255</td>
<td>Game Development I 6</td>
</tr>
<tr>
<td>CIS 1256</td>
<td>Game Development II 6</td>
</tr>
<tr>
<td>CIS 1257</td>
<td>Game Design 6</td>
</tr>
<tr>
<td>CIS 1258</td>
<td>3-D Creation for Games 6</td>
</tr>
<tr>
<td>CIS 1259</td>
<td>Mathematics for Game Development 5</td>
</tr>
</tbody>
</table>

**Help Desk Assistant – 5BL1**

The Help Desk Assistant program teaches how to maintain and troubleshoot computer hardware and software.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: No

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
CURRICULUM
Credits required for graduation: 21

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 106 Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1131 Help Desk Concepts</td>
<td>6</td>
</tr>
<tr>
<td>CIS 122 Microcomputer Installation &amp; Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>SCT 100 Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

Help Desk Specialist – 5BM1
The Help Desk Specialist program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 38

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103 CIS Operating Systems</td>
<td>6</td>
</tr>
<tr>
<td>CIS 122 Microcomputer Installation &amp; Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>CIS 1140 Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>CIS 106 Computer Concepts</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1131 Help Desk Concepts</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIS xxx Elective**</td>
<td>5</td>
</tr>
</tbody>
</table>

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

Information Security Specialist – 5BA1
The Information Security Specialist certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. Must have experience in networking or have academic training in fundamentals of networking; including OSI model and basic network physical configuration with advisor approval.

CURRICULUM
Credits required for graduation: 34

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1115 Information Security Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1116 Security Policies and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>CIS 1117 Implementing Operating Systems Security</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1118 Implementing Network Security</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1119 Implementing Internet / Intranet Firewalls</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1120 Computer Forensics and Disaster Recovery</td>
<td>6</td>
</tr>
</tbody>
</table>

Internet Specialist Web Site Designer – 5CO1
The Internet Specialist Web Site Designer Certificate provides the student with skills to create and maintain web sites. After completion of this certificate, the student will be able to create interactive web sites that contain graphics, vectors, back end programming, and database storage. The purpose of this certificate is to provide training to experienced computer professionals or as additional training to students with previous computer training. Students completing this certificate will be prepared to become Web Site Designers.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. Advisor Approval Required. Previous skills required include: Computer

**CURRICULUM**  
*Credits required for graduation: 37*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2202 XHTML Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CIS 2231 Design Methodology</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2281 Database Connectivity</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2261 JavaScript Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 2211 Web Site Design Tools</td>
<td>6</td>
</tr>
</tbody>
</table>

**Web Graphics Course (choose one)**

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110 Web Graphics Using Adobe Photoshop</td>
<td>4</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110 Web Graphics Using JASC Paint Shop</td>
<td>(4)</td>
</tr>
</tbody>
</table>

**Web Graphics & Animation Course (choose one)**

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1123 Web Graphics &amp; Animation Using Adobe Flash</td>
<td>6</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1124 Web Graphics &amp; Animation Using Adobe Illustrator and Adobe LiveMotion</td>
<td>(6)</td>
</tr>
</tbody>
</table>

**Internet Specialist Web Site Designer Assistant – 5CN1**
The Internet Specialist Web Site Designer Assistant certificate provides skills for creating, maintaining, and updating standard web sites. These skills include XHTML and JavaScript Script language development, web page design techniques, and graphic development and manipulation. This certificate is designed for students with general computer knowledge. Students completing this certificate will be prepared to become entry-level Web Site Design Assistants.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

CURRICULUM
Credits required for graduation: 47

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2202 HTML Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>CIS 2231 Design Methodology</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2261 JavaScript Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS 2281 Database Connectivity</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2211 Web Site Design Tools</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1104 Web Graphics Using Adobe Photoshop</td>
<td>4</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 1108 Web Graphics Using JASC Paint Shop</td>
<td>(4)</td>
</tr>
<tr>
<td>CIS 1123 Web Graphics &amp; Animation using Adobe Flash</td>
<td>6</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 1124 Web Graphics &amp; Animation using Adobe Illustrator and Adobe Live Motion</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2005 Advanced Web Graphics using Adobe Photoshop</td>
<td>6</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 2102 Advanced Web Graphics and Multimedia using Adobe Premiere</td>
<td>(6)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 2104 Advanced Web Graphics and Multimedia using Adobe Director</td>
<td>(6)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 2105 Advanced Web Graphics using Adobe Flash</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 1106 Introduction to Web Programming using C#.Net</td>
<td>4</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 1107 Introduction to Web Programming using Perl</td>
<td>(4)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 1109 Introduction to Web Programming using VB.Net</td>
<td>(4)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 1110 Introduction to Web Programming using PHP</td>
<td>(4)</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 1111 Introduction to Web Programming using Python</td>
<td>(4)</td>
</tr>
</tbody>
</table>

Microsoft Networking Service Technician – 5CM1
The Microsoft MCSA Certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking Infrastructure. This certificate prepares the student to sit for the Microsoft Certified Professional (MCP) networking exam. Hands-on labs provide students with real world simulations.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
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<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 24

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2149 Implementing Microsoft Windows Professional</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2150 Implementing Microsoft Windows Server</td>
<td>6</td>
</tr>
<tr>
<td>CIS 2153 Implementing Microsoft Windows Networking Infrastructure</td>
<td>6</td>
</tr>
<tr>
<td>CIS xxxx Networking Elective **</td>
<td>6</td>
</tr>
</tbody>
</table>

Video Production Assistant – IVD1
The Interactive Video Production Assistant certificate program will train competent entry-level video recording assistants who can successfully get an entry level job or continue with their education goals in one of our other program areas. Subject matter includes basic training in digital audio/video recording that can be presented in a web format.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
CURRICULUM
Credits required for graduation: 17

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2801</td>
<td>Interactive Video Productions I 6</td>
</tr>
<tr>
<td>CIS 2802</td>
<td>Interactive Video Productions II 6</td>
</tr>
<tr>
<td>CIS 2803</td>
<td>Interactive Video Productions III 5</td>
</tr>
</tbody>
</table>

PC Repair and Network Technician – 5AV1
The purpose of the PC Repair and Network Technician technical certificate of credit is to provide training opportunities for persons to gain entry-level employment in the field of computer maintenance and repair. Courses in the technical certificate provide both classroom and hands-on learning in the areas of safety, computer concepts, computer installation and maintenance, operating systems, network fundamentals, and help desk concepts.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
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</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 27

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts 6</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts 5</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance 7</td>
</tr>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals 6</td>
</tr>
<tr>
<td>OR</td>
<td>Introduction to LAN and WAN (6)</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>
GAMING TECHNOLOGY – GAM3

The Gaming Technology associate degree program provides a sequence of courses that will prepare entry-level programmers for work in the game programming industry. Courses provide classroom and hands-on learning in the areas of design, development, and programming of electronic games, plus multiplayer-gaming, game testing, and deployment. The programming languages used in this program will also provide the knowledge and skills for graduates to obtain jobs as programmers in other industries where writing code is needed for office and industrial applications.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
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<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>79</td>
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<tr>
<td>42</td>
<td>62</td>
</tr>
<tr>
<td>42</td>
<td>50</td>
</tr>
<tr>
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<td>N/A</td>
</tr>
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<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
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<tbody>
<tr>
<td>18</td>
<td>430</td>
</tr>
<tr>
<td>16</td>
<td>400</td>
</tr>
</tbody>
</table>

CPE

75 Reading 75 English 75 Math

Other conditions for admission: Proof of keyboarding competence.

CURRICULUM

Credits required for graduation: 105

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric I 5</td>
</tr>
<tr>
<td>ENG 2130</td>
<td>American Literature 5</td>
</tr>
<tr>
<td>ENG 1105</td>
<td>Technical Communications 5</td>
</tr>
<tr>
<td>MAT 1101</td>
<td>Mathematical Modeling 5</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology 5</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 1101</td>
</tr>
<tr>
<td>MAT 1111</td>
</tr>
<tr>
<td>SPC 1101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts 6</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Program Design &amp; Development 5</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Computer Concepts 5</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Microcomputer Installation and Maintenance 7</td>
</tr>
<tr>
<td>CIS 1261</td>
<td>Game Design and Development 4</td>
</tr>
</tbody>
</table>

GAMING TECHNOLOGY – GAM4

The Gaming Technology diploma program provides a sequence of courses that will prepare entry-level programmers for work in the game programming industry. Courses provide classroom and hands-on learning in the areas of design, development, and programming of electronic games, plus multiplayer-gaming, game testing, and deployment. The programming languages used in this program of study will also provide the knowledge and skills for graduates to obtain jobs as programmers in other industries where writing code is needed for office and industrial applications.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>70</td>
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<tr>
<td>35</td>
<td>23</td>
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<tr>
<td>35</td>
<td>27</td>
</tr>
<tr>
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<td>N/A</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>430</td>
</tr>
<tr>
<td>16</td>
<td>400</td>
</tr>
</tbody>
</table>

CPE

75 Reading 75 English 75 Math

Other conditions for admission: Proof of keyboarding competence

CURRICULUM

Credits required for graduation: 90

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II 5</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Algebraic Concepts 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 103</td>
<td>Operating Systems Concepts 6</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Program Design &amp; Development 5</td>
</tr>
</tbody>
</table>
CIS 106  Computer Concepts  5
CIS 122  Microcomputer Installation and
         Maintenance  7
CIS 1261 Game Design and Development  4
CIS 1263 Game Programming in Visual Basic I  6
CIS 1264 Game Programming in Visual Basic II  6
CIS 1267 Game Programming in C I  6
CIS 1268 Game Programming in C II  6
CIS 1269 Game Testing and Deployment  3
CIS xxx  Gaming or Programming Language
         Elective  6
CIS xxx  Programming or Graphics Elective(s)  9
EMP 1000 Interpersonal Relations and Professional
         Development  3
SCT 100  Introduction to Microcomputers  3

TECHNICAL CERTIFICATES

Game Programming I – GMP1
The Game Programming Specialist I technical certificate of credit provides training opportunities for persons to gain entry-level employment in the software development field of game programming. Courses in the TCC provide both classroom and hands-on learning in the areas of design and development of electronic games and programming games in Visual Basic, including online games.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Reading</td>
<td>49 Reading</td>
</tr>
<tr>
<td>33 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>33 Numerical Skills</td>
<td>22 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 22

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1261 Game Design and Development</td>
<td>4</td>
</tr>
<tr>
<td>CIS 1262 Online Game Programming</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1263 Game Programming in Visual Basic I</td>
<td>6</td>
</tr>
<tr>
<td>CIS 1264 Game Programming in Visual Basic II</td>
<td>6</td>
</tr>
</tbody>
</table>
THE DEGREE PROGRAM

The Marketing Management, Associate of Applied Science degree program is designed to prepare students for employment in a variety of positions in today’s marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management, Associate of Applied Science degree with specializations in marketing administration, banking and finance, entrepreneurship, retail management, small business management, e-commerce or fashion merchandising. ACBSP accreditation requires: ACC 155, FIN 191 and elective hours are substitute for the OBI requirements.

ASSOCIATE DEGREE ADMISSION REQUIREMENTS

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE

75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 98

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric 5</td>
</tr>
<tr>
<td>ENG 2130</td>
<td>American Literature 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities (5)</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking 5</td>
</tr>
<tr>
<td>ECO 11xx</td>
<td>Economics ** 5</td>
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<tr>
<td>XXX xxxxxx</td>
<td>Social / Behavioral Sciences 5</td>
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<td>MAT 1101</td>
<td>Mathematical Modeling 5</td>
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<tr>
<td>MAT 1111</td>
<td>College Algebra (5)</td>
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<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1100</td>
<td>Quantitative Skills and Reasoning (6)</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>MAT 1127</td>
<td>Introduction to Statistics (5)</td>
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<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 155</td>
<td>Legal Environment of Business 5</td>
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<td>OR</td>
<td></td>
</tr>
<tr>
<td>MKT 103</td>
<td>Business Law (5)</td>
</tr>
<tr>
<td>MKT 100</td>
<td>Introduction to Marketing 5</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Principles of Management 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MSD 100</td>
<td>Management Principles (5)</td>
</tr>
<tr>
<td>MKT 106</td>
<td>Fundamentals of Selling 5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>

Completion of one of the following specializations is required for graduation:

ENTREPRENEURSHIP

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I 6</td>
</tr>
<tr>
<td>ACC 1102</td>
<td>Principles of Accounting II 6</td>
</tr>
<tr>
<td>MKT 108</td>
<td>Advertising 4</td>
</tr>
<tr>
<td>MKT 110</td>
<td>Entrepreneurship 8</td>
</tr>
<tr>
<td>MKT 122</td>
<td>Buying and Merchandise Management 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MKT 228</td>
<td>Advanced Marketing (5)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MKT 208</td>
<td>Service Marketing (5)</td>
</tr>
<tr>
<td>MKT 123</td>
<td>Small Business Management 5</td>
</tr>
<tr>
<td>MKT 134</td>
<td>Entrepreneurship O.B.I. I 3</td>
</tr>
<tr>
<td>MKT 135</td>
<td>Entrepreneurship O.B.I. II 3</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Occupationally Related Electives** 5</td>
</tr>
</tbody>
</table>

OR
MARKETING ADMINISTRATION

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>MKT 122</td>
<td>Buying and Merchandise Management</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MKT 228</td>
<td>Advanced Marketing</td>
</tr>
<tr>
<td>MKT 108</td>
<td>Advertising</td>
</tr>
<tr>
<td>MKT 109</td>
<td>Visual Merchandising</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MKT 232</td>
<td>Advanced Selling</td>
</tr>
<tr>
<td>MKT 110</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>MKT 130</td>
<td>Marketing Administration O.B.I. I</td>
</tr>
<tr>
<td>MKT 131</td>
<td>Marketing Administration O.B.I. II</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Occupationally Related Electives**</td>
</tr>
</tbody>
</table>

**Occupational Elective Courses**

- **Core Courses Credit Hours**
  - EMP 1000 Interpersonal Relations and Professional Development | 3 |
  - ENG 1010 Fundamentals of English I | 5 |
  - ENG 1012 Fundamentals of English II | 5 |
  - MAT 1011 Business Mathematics | 5 |

- **Occupational Courses Credit Hours**
  - MKT 100 Introduction to Marketing | 5 |
  - MKT 101 Principles of Management | 5 |
  - MKT 103 Business Law | 5 |
  - MKT 104 Principles of Economics | 5 |
  - MKT 106 Fundamentals of Selling | 5 |
  - SCT 100 Introduction to Microcomputers | 3 |

- **AND Completion of one of the following specializations is required for graduation.**

  **ENTREPRENEURSHIP**

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>MKT 122</td>
<td>Buying and Merchandise Management</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

THE DIPLOMA PROGRAM

The Marketing Management program is designed to prepare students for employment in a variety of positions in today’s marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with specializations in marketing administration, banking and finance, entrepreneurship, retail management, small business management, e-commerce or fashion merchandising.

Diploma Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE

- 75 Reading
- 75 English
- 75 Math

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 85

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
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<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1012</td>
<td>Fundamentals of English II</td>
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</tr>
<tr>
<td>MAT 1011</td>
<td>Business Mathematics</td>
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</tr>
</tbody>
</table>

Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 100</td>
<td>Introduction to Marketing</td>
<td>5</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Principles of Management</td>
<td>5</td>
</tr>
<tr>
<td>MKT 103</td>
<td>Business Law</td>
<td>5</td>
</tr>
<tr>
<td>MKT 104</td>
<td>Principles of Economics</td>
<td>5</td>
</tr>
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<td>MKT 106</td>
<td>Fundamentals of Selling</td>
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</tr>
</thead>
<tbody>
<tr>
<td>ACC 1101 Principles of Accounting I</td>
<td>6</td>
</tr>
<tr>
<td>MKT 108 Advertising</td>
<td>4</td>
</tr>
<tr>
<td>MKT 109 Visual Merchandising</td>
<td>4</td>
</tr>
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<td>8</td>
</tr>
<tr>
<td>MKT 122 Buying and Merchandising Management</td>
<td>5</td>
</tr>
<tr>
<td>MKT 130 Marketing Administration O.B.I. I</td>
<td>3</td>
</tr>
<tr>
<td>MKT 131 Marketing Administration O.B.I. II</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx Occupationally Related Electives**</td>
<td>6</td>
</tr>
</tbody>
</table>

### Suggested Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MKT 123 Small Business Management</td>
<td>5</td>
</tr>
<tr>
<td>MKT 208 Service Marketing</td>
<td>4</td>
</tr>
<tr>
<td>MKT 228 Advanced Marketing</td>
<td>5</td>
</tr>
</tbody>
</table>

### Occupational Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>MKT 109 Visual Merchandising</td>
<td>4</td>
</tr>
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<td>MKT 123 Small Business Management</td>
<td>5</td>
</tr>
<tr>
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<td>5</td>
</tr>
<tr>
<td>MKT 228 Advanced Marketing</td>
<td>5</td>
</tr>
<tr>
<td>MKT 232 Advanced Selling</td>
<td>5</td>
</tr>
<tr>
<td>ACC 1102 Principles of Accounting II</td>
<td>6</td>
</tr>
</tbody>
</table>

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### TECHNICAL CERTIFICATES

#### Small Business Ownership – SBS1

This technical certificate was designed to offer the needed support to small business owners and potential small business owners by teaching the skills to operate a successful business. It will provide an overview of activities that are involved in planning, establishing, and managing a small business.

### PROGRAM REQUIREMENTS

- **Required Age:** 16
- **High School Diploma or GED Required:** Yes
- **Minimum Test Scores:**

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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<tbody>
<tr>
<td>38 Reading</td>
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<td>26 Numerical Skills</td>
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### PROGRAM REQUIREMENTS

- **Required Age:** 16
- **High School Diploma or GED Required:** Yes
- **Minimum Test Scores:**

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### PROGRAM REQUIREMENTS

- **Required Age:** 16
- **High School Diploma or GED Required:** Yes
- **Minimum Test Scores:**

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### Technical Certificates

** Small Business Ownership – SBS1

This technical certificate was designed to offer the needed support to small business owners and potential small business owners by teaching the skills to operate a successful business. It will provide an overview of activities that are involved in planning, establishing, and managing a small business.

** PROGRAM REQUIREMENTS

- **Required Age:** 16
- **High School Diploma or GED Required:** Yes
- **Minimum Test Scores:**

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
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<tbody>
<tr>
<td>38 Reading</td>
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<td>35 Numerical Skills</td>
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</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

**ASSET COMPASS**
- 38 Reading
- 35 English
- 35 Numerical Skills
- N/A Algebra

Other conditions for admission: None

CURRICULUM

**Credits required for graduation: 20**

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MSD 100 Management Principles</td>
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<tr>
<td>MSD 101 Principles of Management</td>
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<tr>
<td>MSD 103 Leadership</td>
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<tr>
<td>MSD 104 Human Resource Management</td>
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</tr>
<tr>
<td>MSD 102 Employment Law</td>
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<td>MSD 103 Business Law</td>
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<tr>
<td>MSD 105 Labor Management Relations</td>
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</table>

**Certified Customer Service Specialist - CSA1**
The Certified Customer Service Specialist technical certificate of credit was designed by service-training professionals, the Certified Customer Service Specialist program helps provide an available, skilled work force for Georgia’s service, hospitality, retail and other service industries in which customer contact is a vital operation. The technical certificate is a comprehensive program that provides a strong foundation of skills and knowledge to succeed in the customer service industry.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED required: No
Minimum Test Scores:

**ASSET COMPASS**
- 33 Reading
- 33 English
- 33 Numerical Skills
- N/A Algebra

Other conditions for admission: None

CURRICULUM

**Credits required for graduation: 15**

<table>
<thead>
<tr>
<th>Occupational Courses</th>
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<td>MKT 161 Service Industry Business Environment</td>
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<tr>
<td>MKT 162 Customer Contact Skills</td>
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<tr>
<td>MKT 163 Computer Skills for Customer Service</td>
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<tr>
<td>MKT 164 Business Skills for the Customer Service Environment</td>
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<tr>
<td>MKT 165 Personal Effectiveness in Customer Service</td>
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</table>
MANAGEMENT AND SUPERVISORY DEVELOPMENT – MS03

The Management and Supervisory Development Associate Degree of Applied Science program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 Reading</td>
<td>79 Reading</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
</tbody>
</table>

ACT

| 18 Verbal | 430 Verbal |
| 16 Math | 400 Math |

CPE

| 75 Reading | 75 English | 75 Math |

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 106

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2100 Principles of Economics</td>
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<tr>
<td>OR ECO 2105 Principles of Macroeconomics</td>
<td>(5)</td>
</tr>
<tr>
<td>OR ECO 2106 Principles of Microeconomics</td>
<td>(5)</td>
</tr>
<tr>
<td>OR ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>OR ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>OR HUM 1101 Introduction to Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>OR MAT 1111 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>OR MAT 1100 Quantitative Skills &amp; Reasoning</td>
<td>(5)</td>
</tr>
<tr>
<td>OR MAT 1101 Mathematical Modeling</td>
<td>(5)</td>
</tr>
<tr>
<td>PSY 1101 Introduction to Psychology</td>
<td>5</td>
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<tr>
<td>SPC 1101 Public Speaking</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
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<tbody>
<tr>
<td>MSD 100 Management Principles</td>
<td>5</td>
</tr>
<tr>
<td>OR MKT 101 Principles of Management</td>
<td>(5)</td>
</tr>
<tr>
<td>OR MSD 101 Organizational Behavior</td>
<td>5</td>
</tr>
<tr>
<td>MSD 102 Employment Law</td>
<td>5</td>
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</tbody>
</table>

OR MKT 103 Business Law | 5 |
| MSD 103 Leadership | 5 |
| MSD 104 Human Resource Management | 5 |
| MSD 106 Performance Management | 5 |
| MSD 109 Managerial Accounting and Finance | 5 |

SUPERVISORY SPECIALIST – SUM1

The Supervisory Specialist technical certificate of credit provides specialized training which allows business managers and supervisors to add new knowledge and skills that may be immediately applied in their current jobs. These courses develop and improve the skills required to manage a work group or labor force. Training includes applying management strategies for hiring; training and retaining good employees; and motivating, leading, and evaluating individuals and groups in the workplace. A full-time student can complete the program requirements in one quarter, and a part-time student can complete the requirements in two quarters.

PROGRAM REQUIREMENTS

Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores: Testing is not required for entry into this technical certificate.

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 15

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSD 101 Organizational Behavior</td>
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</tr>
<tr>
<td>MSD 103 Leadership</td>
<td>5</td>
</tr>
<tr>
<td>MSD 107 Employee Training &amp; Development</td>
<td>5</td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS
Clinical Laboratory Technology – ML03
Health Information Technology – HIT3
Paramedic Technology – EM03
Radiologic Technology – RT03

COOPERATIVE DEGREE PROGRAM
Dental Hygiene – DHN4*

DIPLOMA PROGRAMS
Dental Assisting – DA02
Medical Assisting – MA02
Opticianry – OD04
Paramedic Technology – EM02
Pharmacy Technology – PH02
Practical Nursing – PN04
Surgical Technology – ST02

TECHNICAL CERTIFICATES OF CREDIT
Clinical Laboratory Technology
Phlebotomy Technician – PYP1

Health Care Assistant
Health Care Assistant – 5CJ1
Health Care Science – HHS1

Medical Assisting
Medical Coding/Insurance Data Entry Specialist – MCD1
Medical Receptionist – MRE1
Multi-Skilled Medical Care Specialist – MSK1

Optical
Contact Lens Technician – CLT1
Eyewear Technician – EYW1
Optical Laboratory Technician – OPL1
Refractometry – REF1

Paramedic Technology
Emergency Medical Technician – Basic – EMB1
Emergency Medical Technician – Intermediate – EM01

Pharmacy Technology
Pharmacy Assistant – PH01

Practical Nursing
Health Care Specialist – HCS1
Hemodialysis Patient Care Specialist – HED1
Patient Care Assisting – TTP1

Radiologic Technology
Computed Tomography Specialist – CTM1

Stand Alone Technical Certificates
Direct Support Professional – DSP1

*A cooperative degree program in conjunction with Valdosta State University
ALLIED HEALTH CORE
HEALTH CARE ASSISTANT – 5CJ1
The Health Care Assistant technical certificate of credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

PROGRAM REQUIREMENTS
Required Age: 17
High School Diploma or GED required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
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</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 49/59

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>AHS 104 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>AHS 109 Medical Terminology for Allied Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1010 Basic Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXXxxx Occupational Courses</td>
<td>20-30</td>
</tr>
</tbody>
</table>

Minimum of 320 contact hours needed

*The student’s actual curriculum may vary somewhat from the outline above.

**Decisions regarding the selection of electives are made by the student after consultation with the instructor.

Health Care Science – HHS1
The Health Care Science technical certificate of credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

PROGRAM REQUIREMENTS
Required Age: 17
High School Diploma or GED required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
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<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
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<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
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</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 48/58

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>(5)</td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td></td>
</tr>
<tr>
<td>ENG 1105 Technical Communications</td>
<td>(5)</td>
</tr>
<tr>
<td>OR</td>
<td>(5)</td>
</tr>
<tr>
<td>SPC 1101 Public Speaking</td>
<td></td>
</tr>
<tr>
<td>MAT 1101 Mathematical Modeling</td>
<td>(5)</td>
</tr>
<tr>
<td>OR</td>
<td>(5)</td>
</tr>
<tr>
<td>MAT 1111 College Algebra</td>
<td></td>
</tr>
<tr>
<td>PSY 1101 Introduction Psychology</td>
<td>(5)</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>(3)</td>
</tr>
<tr>
<td>XXXxxx General Core Science **</td>
<td>10/20</td>
</tr>
<tr>
<td>XXXxxx Occupational Courses **</td>
<td>10/20</td>
</tr>
</tbody>
</table>

*Courses approved for TCC

**Science and Occupational courses combined cannot exceed a total of 30 credit hours for this certification.

* The student’s actual curriculum may vary somewhat from the outline above.

**Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DEGREE PROGRAM

The Clinical Laboratory Technology Associate of Applied Science degree program is a sequence of courses that prepares students for technician positions in medical laboratories 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 Clinical Laboratory Technology, Associate of Applied Science degree, have the qualifications of a medical laboratory technician, and are eligible for certification.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive a tuberculin skin test and the HB vaccination series or sign a waiver declining the vaccination. This series must be completed prior to clinical experience or externship experience.

Clinical Laboratory Technology is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), located at 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631, (773) 714-8880. www.naacls.org

Associate Degree Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
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<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

TECHNICAL STANDARDS FOR CLINICAL REQUIREMENTS

Working Environment – Works inside well-lighted & ventilated laboratory and patient care areas. May possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel. May be exposed to communicable diseases. May possibly incur strains due to handling heavy equipment.

OSHA Risk Factor – Category I - A chance of exposure to blood and other body fluids is high and is a condition of course completion. The course exposes the student to noxious smells, either toxic or non-toxic, to toxic fumes, gases, vapors, mists & liquids or to latex which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion or action on the skin. HBV vaccination is recommended prior to clinical. A physical examination is required prior to clinical.

Other Essential Behavioral Attitudes: Ability to engage in activities consistent with safe clinical laboratory practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the MLT program and as a developing Clinical Laboratory professional.

Physical Demands – Medium work that requires frequent lifting, ability to lift up to 50 pounds and carrying objects weighing up to 25 pounds. The ability to push or pull equipment weighing up to 50 pounds is required. Occasional stooping, kneeling, reaching, frequent sitting, standing, and/or walking and dexterity are required. Expressing or exchanging ideas by spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, color, motions or other characteristics of objects is required with a visual acuity of near 20/20 vision, with clarity of vision of twenty inches or less, depth perception, four-way field vision, sharp eye focus, and ability to identify and distinguish color. The ability to hear and smell is essential. The ability to work under mental & physical stress regularly is required. The ability to think critically is essential.
ESSENTIAL TECHNICAL SKILLS REQUIREMENTS

- Assist in lifting, transferring, and moving of patients, lab equipment or supplies according to safety standards.
- Perform specimen collection techniques and sterile & isolation techniques as appropriate.
- Answer telephone in professional manner to take/give information accurately & completely.
- Perform, evaluate, interpret, record & report accurately laboratory test results, including quality control procedures.
- Perform all types of manual, automated and semi-automated laboratory procedures accurately using applicable universal and safety precautions.
- Move throughout the clinical site in an efficient manner.
- Accurately perform applicable date entry and information retrieval procedures using computer information systems.
- Communicate verbally with tact and understanding, and nonverbally, including maintaining eye contact when dealing with patients, families and co-workers.
- Perform CPR & maintain current certification.
- Demonstrate progressive independence without constant supervision.
- Demonstrate persistent appropriate personal grooming in class and clinical practice.
- Follow the policies and procedures of the facility used for clinical practice.
- Read, comprehend and apply complex technical material as it relates to clinical laboratory procedures and equipment.
- Maintain a professional demeanor when interacting with patients, families, co-workers and other healthcare professionals.

Note: Prior criminal convictions may affect a student’s ability to participate in the clinical portion of the program and in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.

CURRICULUM

Credits required for graduation: 120

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1111 Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>ENG 1105 Technical Communications</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPC 1101 Public Speaking</td>
<td>(5)</td>
</tr>
<tr>
<td>MAT 1111 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1101 Introduction to Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2113 Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2114 Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>CHM 1112 Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>CLT 101 Introduction to Clinical Laboratory Technology</td>
<td>3</td>
</tr>
<tr>
<td>CLT 103 Urinalysis / Body Fluids</td>
<td>3</td>
</tr>
<tr>
<td>CLT 104 Hematology/Coagulation</td>
<td>8</td>
</tr>
<tr>
<td>CLT 105 Serology / Immunology</td>
<td>3</td>
</tr>
<tr>
<td>CLT 106 Immunohematology</td>
<td>7</td>
</tr>
<tr>
<td>CLT 107 Clinical Chemistry</td>
<td>7</td>
</tr>
<tr>
<td>CLT 108 Microbiology</td>
<td>8</td>
</tr>
<tr>
<td>CLT 109 Clinical Phlebotomy, Urinalysis and Serology Practicum</td>
<td>4</td>
</tr>
<tr>
<td>CLT 110 Clinical Immunohematology Practicum</td>
<td>6</td>
</tr>
<tr>
<td>CLT 111 Clinical Hematology / Coagulation Practicum</td>
<td>6</td>
</tr>
<tr>
<td>CLT 112 Clinical Microbiology Practicum</td>
<td>6</td>
</tr>
<tr>
<td>CLT 113 Clinical Chemistry Practicum</td>
<td>6</td>
</tr>
<tr>
<td>CLT 118 MLT Licensure Review I **</td>
<td>1</td>
</tr>
<tr>
<td>CLT 119 MLT Licensure Review II **</td>
<td>1</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Phlebotomy Technician – PYP1

The Phlebotomy Technician technical certificate of credit program 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.

PROGRAM REQUIREMENTS

Required Age: 17
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 29

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>AHS 109 Medical Terminology for Allied Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>AHS 104 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>PHL 103 Introduction to Venipuncture</td>
<td>4</td>
</tr>
<tr>
<td>PHL 105 Clinical Practice</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>
THE DIPLOMA PROGRAM
The Dental Assisting diploma program prepares students for employment in a variety of positions in today’s dental offices. Graduates are competent in the technical areas of chair side assisting, infection control, dental radiology, dental practice management, and dental laboratory procedures. Graduates receive a Dental Assisting diploma, are certified in expanded functions for the State of Georgia, and are eligible to sit for Dental Assisting National Board (DANB).

Prior to beginning the clinical phase of training, all Dental Assisting students must submit dental and medical records, RPR blood test, a tuberculin skin test, and other medical information.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive the HB vaccination series or sign a waiver declining the vaccination. This series must be completed prior to clinical experience or externship experience.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

A selective admissions process will be applied during admissions periods when the number of qualified applicants exceeds the positions available in the program.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
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<td>23 Writing</td>
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<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

ACT
| 18 Verbal | 430 Verbal |
| 16 Math   | 400 Math   |

CPE
| 75 Reading | 75 English | 75 Math |

Other conditions for admission: None

TECHNICAL STANDARDS FOR DENTAL ASSISTING
All candidates for the diploma in Dental Assisting must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive.

- **Critical Thinking**: Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, transferring knowledge from one situation to another, evaluate outcomes, problem solving, prioritizing, and using short and long term memory.

- **Interpersonal**: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues, negotiation of interpersonal conflict, and respect of cultural diversity.

- **Communication**: Communication abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures, initiation of health teaching, documentation and interpretation of Dental Assisting actions and patient/client responses, and written and oral reports to other health care professionals.

- **Mobility**: Physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in an examination room, work spaces and treatment areas; administration of cardiopulmonary procedures such as resuscitation; sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements.

- **Motor Skills**: Gross and fine motor abilities sufficient for providing safe, effective health care. Examples include calibration and use of equipment, positioning of dependent adult patients/clients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.
• **Hearing:** Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals fire alarms, auscultatory sounds and cries for help.

• **Visual:** Visual ability sufficient for observation and assessment necessary in health care. Examples include observation of patient/client responses such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents.

• **Tactile:** Tactile ability sufficient for physical assessment. Examples include performance of palpation, functions of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter).

• **Emotional:** Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions.

• **Social Core Performance:** Prior felony convictions may affect a student’s ability to participate in the clinical portion of the program and in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.

**CURRICULUM**

*Credits required for graduation: 86*

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SCT 100</td>
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<td>AHS 104</td>
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<tr>
<td>ENG 1010</td>
<td>5</td>
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<tr>
<td>MAT 1012</td>
<td>5</td>
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<tr>
<td>PSY 1010</td>
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</tr>
<tr>
<td>AHS 1011</td>
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**Occupational Courses – Fall Quarter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DEN 1050</td>
<td>Microbiology &amp; Infection Control</td>
<td>3</td>
</tr>
<tr>
<td>DEN 1060</td>
<td>Oral Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>DEN 1340</td>
<td>Dental Assisting I</td>
<td>6</td>
</tr>
<tr>
<td>DEN 1380</td>
<td>Scopes of Profess. Practice</td>
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</tr>
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**Occupational Courses – Winter Quarter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DEN 1350</td>
<td>Dental Assisting II</td>
<td>6</td>
</tr>
<tr>
<td>DEN 1020</td>
<td>Head &amp; Neck Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DEN 1390</td>
<td>Dental Radiography</td>
<td>5</td>
</tr>
<tr>
<td>DEN 1030</td>
<td>Preventive Dentistry</td>
<td>3</td>
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**Occupational Courses – Spring Quarter**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DEN 1070</td>
<td>Oral Pathology &amp; Therapeutics</td>
<td>3</td>
</tr>
<tr>
<td>DEN 1360</td>
<td>Dental Assisting III</td>
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</tr>
<tr>
<td>DEN 1370</td>
<td>Expanded Functions</td>
<td>4</td>
</tr>
<tr>
<td>DEN 1460</td>
<td>Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>DEN 1470</td>
<td>Practicum II</td>
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**Occupational Courses – Summer Quarter**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DEN 1090</td>
<td>DANB Board Review</td>
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<tr>
<td>DEN 1400</td>
<td>Practice Management</td>
<td>4</td>
</tr>
<tr>
<td>DEN 1480</td>
<td>Practicum III</td>
<td>8</td>
</tr>
</tbody>
</table>

**Program Final Exit Point-Dental assistant, eligible to sit for the Dental Assisting National Board**

*The student’s actual curriculum may vary somewhat from the outline above.*

109
DENTAL HYGIENE – DHN4

COOPERATIVE ASSOCIATE DEGREE PROGRAM
Dental Hygiene is a cooperative degree program offered by Wiregrass Georgia Technical College and Valdosta State University. Students earn an Associate of Applied Science Degree from Valdosta State. The program consists of a combination of 44 semester hours of academic core courses at VSU and 48 semester hours of clinical training at VTC (see curriculum outline).

Students in the clinical setting are given the opportunity to treat patients in all phases of dental hygiene including dental prophylaxis (cleaning), infection control, nutrition, periodontology, oral pathology, and preventive maintenance. The clinical facility at Wiregrass Georgia Technical College is a state-of-the-art department where up-to-date equipment allows students to learn the most current procedures used in dental practice today. The program consists of both lecture and lab experiences. Students are also given the opportunity to provide dental hygiene information in the community through on-site visits to clinics, schools, and retirement homes.

Graduates of the Dental Hygiene program can look forward to a career in a field that, according to labor statistics, will grow as much as 36 percent in the next ten years. Upon graduation from the program and prior to employment, graduates must pass national and state certification exams.

Associate Degree Admission Requirements
- Applicants must meet general admissions requirements, and must also:
  - Apply to Valdosta State University for acceptance into the Dental Hygiene Program.
  - Apply to Wiregrass Georgia Technical College for admission to the clinical portion of the program.
  - Competitive admission.

CURRICULUM
Credits required for graduation: 92 semester hours
Wiregrass Georgia Technical College-48;
Valdosta State University-44

<table>
<thead>
<tr>
<th>Core Courses - Valdosta State University</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACED 2050 Communications for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COMM 1110 Public Speaking</td>
<td>(3)</td>
</tr>
<tr>
<td>BIOL 2651 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2652 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2900 Microbiology in Health and Disease</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1151 Survey of Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1152 Survey of Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1101 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1102 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2111 American History</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1101 Intro to Mathematical Modeling</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MATH 1111 College Algebra</td>
<td>(3)</td>
</tr>
<tr>
<td>POLS 1101 American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2500 Fundamentals of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1101 Introduction to Sociology</td>
<td>3</td>
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| WIREGRASS GEORGIA TECHNICAL COLLEGE |

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SUMMER I</td>
<td></td>
</tr>
<tr>
<td>DHYG 1060 Introduction to Dental Hygiene</td>
<td>1</td>
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<tr>
<td>FALL I</td>
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<tr>
<td>DHYG 1000 Dental Hygiene Preclinical Lecture</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 1010 Dental Hygiene Preclinical Lab</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 1020 Dental Biology</td>
<td>4</td>
</tr>
<tr>
<td>DHYG 1030 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>SPRING I</td>
<td></td>
</tr>
<tr>
<td>DHYG 1100 Dental Hygiene Lecture I</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 1110 Dental Hygiene Clinic I</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 1220 Periodontology</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 1070 Radiology Lecture</td>
<td>2</td>
</tr>
<tr>
<td>DHYG 1080 Radiology Lab</td>
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<td>SUMMER II</td>
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<tr>
<td>DHYG 1200 Dental Hygiene Lecture II</td>
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<tr>
<td>DHYG 1210 Dental Hygiene Clinic II</td>
<td>3</td>
</tr>
<tr>
<td>DHYG 1120 Pathology</td>
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</tr>
<tr>
<td>DHYG 2030 Dental Materials</td>
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</tr>
<tr>
<td>FALL II</td>
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<tr>
<td>DHYG 2000 Dental Hygiene Lecture III</td>
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<tr>
<td>DHYG 2010 Dental Hygiene Clinic III</td>
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<tr>
<td>DHYG 2020 Community Dental Health</td>
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<tr>
<td>SPRING II</td>
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</tr>
<tr>
<td>DHYG 2100 Dental Hygiene Lecture IV</td>
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</tr>
<tr>
<td>DHYG 2110 Dental Hygiene Clinic IV</td>
<td>5</td>
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</tbody>
</table>

Students must have successfully completed at least 21 hours of related courses at VSU in order to satisfy the residency requirement and be eligible for graduation.
THE DEGREE PROGRAM
The Health Information Technology program combines health care with information technology. Health Information technicians are responsible for maintaining and analyzing data crucial to the delivery of quality patient care. Health Information Technology graduates will have technical skills and knowledge to function in a profession that demands processing, compiling and maintaining health information data for reimbursement, facility planning, marketing, risk management, quality management, utilization management and research.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE

| 75 Reading  | 75 English | 75 Math  |

*The student’s actual curriculum may vary somewhat from the outline above.

CURRICULUM
Credits required for graduation: 102

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>5</td>
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<tr>
<td>PSY 1101 Introduction to Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2113 Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 2114 Anatomy and Physiology II</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 109 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SCT 100 Intro to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>MAS 103 Pharmacology</td>
<td>5</td>
</tr>
<tr>
<td>MAS 112 Human Diseases</td>
<td>5</td>
</tr>
<tr>
<td>HIT 201 Intro to Health Information Tech</td>
<td>3</td>
</tr>
<tr>
<td>HIT 202 Legal Aspects of Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 193 Health Data Content and Structure</td>
<td>5</td>
</tr>
<tr>
<td>HIT 210 Computers in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HIT 204 Healthcare Statistics</td>
<td>5</td>
</tr>
<tr>
<td>HIT 203 Supervisory Principles for Health Information Management</td>
<td>5</td>
</tr>
<tr>
<td>HIT 205 Performance Improvement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 215 Coding and Classification I</td>
<td>4</td>
</tr>
<tr>
<td>HIT 216 Coding and Classification II</td>
<td>4</td>
</tr>
<tr>
<td>HIT 217 Coding and Classification III</td>
<td>4</td>
</tr>
<tr>
<td>HIT 2410 Revenue Cycle Management</td>
<td>4</td>
</tr>
<tr>
<td>HIT 206 Health Information Technology Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>HIT 207 Health Information Technology Practicum II</td>
<td>4</td>
</tr>
</tbody>
</table>

*The student’s actual curriculum may vary somewhat from the outline above.

Other conditions for admission: None
THE DIPLOMA PROGRAM

The Medical Assisting diploma program is designed to provide those skills necessary to staff a medical office. Classroom instruction and practical experience are divided between administrative skills and clinical skills in areas ranging from typing, scheduling appointments, banking and bookkeeping procedures, medical transcription and maintaining patient files, to examination room techniques, assisting with minor surgery, administering medications, giving injections and performing diagnostic procedures including lab skills, phlebotomy, and electrocardiography. During the last quarter of the program, the students will gain experience in a physician’s office or an appropriate facility during the externship. These supervised externships are part of the academic program and no compensation will be paid by the school, office, or other facility to the student.

Prior to beginning the clinical phase of training, all Medical Assisting students must submit dental and medical records RPR blood test, a tuberculin skin test, and other medical information.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive the HB vaccination series or sign a waiver declining the vaccination. This series must be completed prior to clinical experience or externship experience.

Diploma Admission Requirements

Applicants must meet general admissions requirements, and must also:

• Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

• Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 17

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

TECHNICAL STANDARDS FOR MEDICAL ASSISTING

All candidates for the diploma in Medical Assisting must meet intellectual, physical, and social core performance standards necessary to provide safe patient care in an independent manner. The areas below include examples of necessary activities and skills but are not all-inclusive.

• Critical Thinking: Critical thinking ability sufficient for clinical judgment. Examples include identification of cause/effect relationships in clinical situations, transferring knowledge from one situation to another, evaluate outcomes, problem solving, prioritizing, and using short and long term memory.

• Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Examples include establishing rapport with patients/clients, families, and colleagues, negotiation of interpersonal conflict, and respect of cultural diversity.

• Communication: Communication abilities sufficient for verbal and written interaction with others. Examples include explanation of treatment procedures, initiation of health teaching, documentation and interpretation of Medical Assisting actions and patient/client responses, and written and oral reports to other health care professionals.

• Mobility: Physical abilities sufficient for movement from room to room and in small spaces. Examples include moving around in an examination room, work spaces and treatment areas; administration of cardiopulmonary procedures such as resuscitation; sitting or standing and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting or supporting a dependent adult patient; squeezing with hands and fingers; and repetitive movements.

• Motor Skills: Gross and fine motor abilities sufficient for providing safe, effective health care. Examples include calibration and use of equipment, positioning of dependent adult patients/
clients, grasping and manipulation of small objects/instruments, using a computer keyboard, and writing with a pen.

- Hearing: Auditory ability sufficient for monitoring and assessing health needs. Examples include hearing monitor and pump alarms, emergency signals fire alarms, auscultatory sounds and cries for help.

- Visual: Visual ability sufficient for observation and assessment necessary in health care. Examples include observation of patient/client responses such as respiratory rate and depth, skin color, and other physical signs; visualization of monitors, watches with second hands, medication labels and vials, and increments on a medication syringe; visualization of objects from twenty inches to twenty feet away; use of depth perception and peripheral vision; distinguishing colors; and reading written documents.

- Tactile: Tactile ability sufficient for physical assessment. Examples include performance of palpation, functions of physical examination (such as discrimination of pulses and detection of temperature), and functions related to therapeutic intervention (such as insertion of a catheter).

- Emotional: Emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. Examples include establishment of therapeutic interpersonal boundaries, providing patients/clients with emotional support, adapting to changing conditions in the work environment and stress, dealing with unexpected or unpredictable events, maintaining focus on task, performing multiple tasks concurrently, and being able to handle strong emotions.

**TECHNICAL CERTIFICATES**

**Medical Receptionist – MRE1**
The Medical Receptionist technical certificate of credit provides students the knowledge of medical terminology and anatomy, while also focusing on the business and medical administrative courses needed in a medical office setting.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: No

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>English</td>
<td>Writing</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
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</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**

Credits required for graduation: 84

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENG 1010</td>
<td>5</td>
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<tr>
<td>MAT 1012</td>
<td>5</td>
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<tr>
<td>PSY 1010</td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>3</td>
</tr>
<tr>
<td>AHS 1011</td>
<td>5</td>
</tr>
<tr>
<td>AHS 109</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1130</td>
<td>6</td>
</tr>
<tr>
<td>MAS 101</td>
<td>3</td>
</tr>
<tr>
<td>MAS 103</td>
<td>5</td>
</tr>
<tr>
<td>MAS 106</td>
<td>5</td>
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</tbody>
</table>

| Multi-Skilled Medical Care Specialist – MSK1
The Multi-Skilled Medical Care Specialist technical certificate of credit will provide the skills needed by workers who will assist nurses in hospitals and medical offices. Graduates will be competent in medical office skills such as keyboarding, using the computer for common document processing, answering the telephone, scheduling, triaging, charting, setting priorities, and other similar multi-tasking roles. In addition, they will be proficient in clinical skills such as taking blood pressures, temperatures, pulses, and...
respirations; bed-making; performing CPR and first aid; controlling infection through sterile procedures; lifting; operating and caring for equipment; catheterizing; and giving personal patient care.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: No

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
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</tbody>
</table>

Other conditions for admission: Signed health documents that student can lift 100 pounds and negative TB test.

*Note: Drug screening is required before participating in clinicals.*

**CURRICULUM**

*Credits required for graduation: 30*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BUS 1130 Beginning Document Processing</td>
<td>5</td>
</tr>
<tr>
<td>BUS 2300 Medical Terminology</td>
<td>4</td>
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<tr>
<td>CNA 100 Patient Care Fundamentals</td>
<td>8</td>
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<tr>
<td>MAS 112 Human Diseases</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100 Medical Office Procedures</td>
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</tr>
<tr>
<td>BUS 2370 Medical Office Billing/ Coding/ Insurance</td>
<td>5</td>
</tr>
</tbody>
</table>

**Medical Coding/Insurance Data Entry Specialist - MCD1**

The Medical Coding/Insurance Data Entry Specialist technical certificate of credit offers the students an introduction to medical coding. This technical certificate prepares individuals for careers in medical offices and hospitals. The certificate provides the students with the basic anatomy, medical terms, introduction to diseases, computer skills and entry level skills for CPT-4 Coding and ICD-9 CM coding.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
THE DIPLOMA PROGRAM
The Opticianry program prepares students for employment in a variety of positions in today’s Opticianry field. The Opticianry 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 Opticianry management. Graduates of the program receive an Opticianry diploma.

Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>English</td>
<td>Writing</td>
</tr>
<tr>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>Numerical Skills</td>
</tr>
<tr>
<td>35</td>
<td>26</td>
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<td>Algebra</td>
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<td>N/A</td>
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<td>ACT</td>
<td>SAT</td>
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<td>Verbal</td>
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<td>18</td>
<td>430</td>
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<tr>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>16</td>
<td>400</td>
</tr>
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</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 94

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1011</td>
<td>Business Mathematics 5</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Rel &amp; Professional Dev. 3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPD 101</td>
<td>Introduction to Ophthalmic Optics 5</td>
</tr>
<tr>
<td>OPD 102</td>
<td>Eye Anatomy and Physiology 4</td>
</tr>
<tr>
<td>OPD 108</td>
<td>Contact Lens Instrumentation 6</td>
</tr>
<tr>
<td>OPD 111</td>
<td>Soft Contact Lenses 6</td>
</tr>
<tr>
<td>OPD 113</td>
<td>Rigid Contact Lenses 6</td>
</tr>
</tbody>
</table>

TECHNICAL CERTIFICATES
Contact Lens Technician – CLT1
The Contact Lens Technician technical certificate of credit program is designed to meet the needs of the student that is interested in/or currently employed in the optical field. This certificate introduces the student to the eye care field and the profession of Optometry. Emphasis will be on contact lens selection inspection, verification and fitting guidelines, and regulation, follow-up care, lens. The program will prepare graduates for the National Contact Lens Exam (NCLE...
Eyewear Technician – EYW1
The Eyewear Technician technical certificate of credit is designed to meet the needs of the student that is interested in/or currently employed in the optical field. This certificate introduces the student to the eye care field and the profession of Optometry. Emphasis will be on contact lens selection inspection, verification and fitting guidelines, and regulation, follow-up care. The program will prepare graduates for the American Board of Optometry, (ABO) examination.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 27

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPD 101</td>
<td>Introduction to Ophthalmic Optics 5</td>
</tr>
<tr>
<td>OPD 102</td>
<td>Eye Anatomy and Physiology 4</td>
</tr>
<tr>
<td>OPD 109</td>
<td>Frame Selection and Dispensing 6</td>
</tr>
<tr>
<td>OPD 112</td>
<td>Eyewear Lens Selection and Dispensing 6</td>
</tr>
<tr>
<td>OPD 114</td>
<td>Opticianry Sales 6</td>
</tr>
</tbody>
</table>

Optical Laboratory Technician – OPL1
The Optical Laboratory Technician technical certificate of credit is designed to meet the needs of the student that is interested in/or currently employed in the Optical field. This certificate introduces the student to the eye care field and the profession of Optometry.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. Student must be a graduate of Contact Lens Technician or Eyewear Technician technical certificates of credit prior to enrolling in this program.

CURRICULUM
Credits required for graduation: 25

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPD 101</td>
<td>Introduction to Ophthalmic Optics 5</td>
</tr>
<tr>
<td>OPD 102</td>
<td>Eye Anatomy and Physiology 4</td>
</tr>
<tr>
<td>OPD 106</td>
<td>Optical Laboratory Techniques I 8</td>
</tr>
<tr>
<td>OPD 107</td>
<td>Optical Laboratory Techniques II 8</td>
</tr>
</tbody>
</table>

Refractometry – REF1
The Refractometry technical certificate is designed to meet the needs of the student that is interested in/or currently employed in the Optical field. This certificate introduces the student to the eye care field and the profession of Optometry.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. Student must be a graduate of Contact Lens Technician or Eyewear Technician technical certificates of credit prior to enrolling in this program.

CURRICULUM
Credits required for graduation: 21

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPD 101</td>
<td>Introduction to Ophthalmic Optics 5</td>
</tr>
<tr>
<td>OPD 102</td>
<td>Eye Anatomy and Physiology 4</td>
</tr>
<tr>
<td>OPD 103</td>
<td>Applied Optical Theory 5</td>
</tr>
<tr>
<td>OPD 120</td>
<td>Clinical Refractometry 7</td>
</tr>
</tbody>
</table>
THE DEGREE PROGRAM
The Paramedic Technology Associate of Applied Science degree program prepares students for employment in paramedic positions in today’s health services field. The Paramedic Technology 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 level to the paramedic level. Graduates of the program receive a Paramedic Technology degree and are eligible to sit for the paramedic licensure examination.

Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:
Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

TECHNICAL STANDARDS FOR PARAMEDIC TECHNOLOGY
The Paramedic Technology Division faculty have specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Paramedic Technology program and professional practice.

- Ability to work in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*
- Ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*
- Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*
- Ability to lift devices (weighing up to 50 pounds).
- Ability to communicate clearly, to monitor and instruct patients before, during, and after procedures (documented by satisfactory completion of general education requirements).
- Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patients’ medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.*
- Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion (documented by meeting program admission status).

* Documented by physical exam.

Note: Prior criminal convictions may affect a student’s ability to participate in the clinical portion of the program and in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.

CURRICULUM
Credits required for graduation: 104

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1101 Mathematical Modeling</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1100 Quantitative Skills &amp; Reasoning</td>
<td>5</td>
</tr>
<tr>
<td>SPC 1101 Fundamentals of Speech</td>
<td>5</td>
</tr>
</tbody>
</table>
Graduates are prepared to take the state written exam administered by the National Registry of Emergency Medical Technicians. Program requirements meet Georgia Department of Human Resources-OEMS/Trauma for training programs for paramedics.

Based upon the nationally approved DOT curriculum standards, the Paramedic Technology diploma program, five quarters in length, provides instruction that prepares the EMT graduate for employment as a paramedic. The program is a combination of classroom instruction and clinical experience in pharmacology, cardiology, anatomy, physiology, trauma, surgery, obstetrics, pediatrics, disaster management, and related courses. Clinical practice in various departments at affiliated hospitals and emergency medical services allows the student to gain the hands-on training necessary to become certified as a Paramedic.

Prior to beginning the clinical phase of training, all Paramedic students must submit medical records, RPR blood test, a tuberculin skin test, and other medical information.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive the HB vaccination series or sign a waiver declining the vaccination. This series must be completed prior to clinical experience or externship experience.

**Diploma Admission Requirements**
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

Must possess a current EMT certification.

**PROGRAM REQUIREMENTS**
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

* The student's actual curriculum may vary somewhat from the outline above.
** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
Other conditions for admission: None

TECHNICAL STANDARDS FOR PARAMEDIC TECHNOLOGY

The Paramedic Technology Division faculty have specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Paramedic Technology program and professional practice.

- Ability to work in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*
- Ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*
- Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*
- Ability to lift devices (weighing up to 50 pounds).
- Ability to communicate clearly, to monitor and instruct patients before, during, and after procedures (documented by satisfactory completion of general education requirements).
- Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patients’ medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.*
- Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion (documented by meeting program admission status).

* Documented by physical exam.

Note: Prior criminal convictions may affect a student’s ability to participate in the clinical portion of the program and in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.

CURRICULUM
Credits required for graduation: 79

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 126</td>
<td>Introduction to the Paramedic Profession 3</td>
</tr>
<tr>
<td>EMS 127</td>
<td>Patient Assessment 4</td>
</tr>
<tr>
<td>EMS 128</td>
<td>Applied Physiology and Pathophysiology 3</td>
</tr>
<tr>
<td>EMS 129</td>
<td>Pharmacology 4</td>
</tr>
<tr>
<td>EMS 130</td>
<td>Respiratory Function and Management 5</td>
</tr>
<tr>
<td>EMS 131</td>
<td>Trauma 5</td>
</tr>
<tr>
<td>EMS 132</td>
<td>Cardiology I 5</td>
</tr>
<tr>
<td>EMS 133</td>
<td>Cardiology II 4</td>
</tr>
<tr>
<td>EMS 134</td>
<td>Medical Emergencies 5</td>
</tr>
<tr>
<td>EMS 135</td>
<td>Maternal/Pediatric Emergencies 5</td>
</tr>
<tr>
<td>EMS 136</td>
<td>Special Patients 2</td>
</tr>
<tr>
<td>EMS 210</td>
<td>Clinical Application for the EMT - Paramedic I 2</td>
</tr>
<tr>
<td>EMS 211</td>
<td>Clinical Application for the EMT - Paramedic II 2</td>
</tr>
<tr>
<td>EMS 212</td>
<td>Clinical Application for the EMT - Paramedic III 2</td>
</tr>
<tr>
<td>EMS 213</td>
<td>Clinical Application for the EMT - Paramedic IV 2</td>
</tr>
<tr>
<td>EMS 214</td>
<td>Clinical Application for the EMT - Paramedic V 2</td>
</tr>
<tr>
<td>EMS 215</td>
<td>Clinical Application for the EMT - Paramedic VI 2</td>
</tr>
<tr>
<td>EMS 201</td>
<td>Summative Evaluation 5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Emergency Medical Technician - Basic – EMB1
This program covers the 1994 Emergency Medical Technician – Basic Curriculum. The EMT-Basic program is designed to provide training, knowledge and skills in specific aspects at the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (EMT)-Basic certification examination and receive Georgia licensure as an EMT-Basic.
**PROGRAM REQUIREMENTS**

Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. In order to begin the clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test.

**CURRICULUM**

Credits required for graduation: 20

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1101</td>
<td>Introduction to the EMT Profession</td>
</tr>
<tr>
<td>EMS 1103</td>
<td>Patient Assessment and Airway for the EMT</td>
</tr>
<tr>
<td>EMS 1105</td>
<td>Airway Management for the EMT</td>
</tr>
<tr>
<td>EMS 1107</td>
<td>Medical and Behavioral Emergencies for the EMT</td>
</tr>
<tr>
<td>EMS 1109</td>
<td>Assessment and Management across the Lifespan for the EMT</td>
</tr>
<tr>
<td>EMS 1111</td>
<td>Trauma Emergencies and WMD Response</td>
</tr>
<tr>
<td>EMS 1113</td>
<td>Clinical Applications for the EMT Basic</td>
</tr>
<tr>
<td>EMS 1115</td>
<td>Practical Applications for the EMT Basic</td>
</tr>
</tbody>
</table>

**Emergency Medical Technician - Intermediate – EM01**

This program covers the both U.S. Department of Transportation 1985 Emergency Medical Technician-Intermediate Curriculum and the 1995 Emergency Medical Technician-Basic Curriculum. The EMT-I 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 Technician EMT-I licensure examination and receive Georgia license.
THE DIPLOMA PROGRAM

The Pharmacy Technology diploma program is designed to educate and prepare students for employment in the field of pharmacy and drug dispensing in hospitals, as well as in retail, institutional, and wholesale pharmacies. The program consists of classroom instruction and hands-on training that familiarizes the student with the operation of the modern pharmacy. The curriculum also includes two quarters of practicum or clinical experience during which the student practices skills in an actual work setting, preparing medications according to prescriptions under the supervision of a pharmacist.

Prior to beginning the clinical phase of training, all Pharmacy Technology students must submit dental and medical records, RPR blood test, a tuberculin skin test, MMR, and other medical information. A criminal background check and drug screen are also required. Students must be at least 18 years of age to participate in the practicum.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive the HB vaccination series or sign a waiver declining the vaccination. This series must be completed prior to clinical experience or externship experience.

Diploma Admission Requirements

Applicants must meet general admissions requirements, and must also:

Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td></td>
<td>ACT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE

Note: Prior criminal convictions may affect a student’s ability to participate in the clinical portion of the program and/or in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.

TECHNICAL STANDARDS FOR PHARMACY TECHNOLOGY

Working Environment - Work indoors; environment should be clean, neat, organized and well lighted.

- **Duties** - Assist licensed pharmacist in dispensing and distributing medications and in providing pharmaceutical care to patients. Use automated devices, computers, robots, and manual devices such as graduates, syringes with needles, and weighing devices. Stock, inventory, and order medications; collect patient information; maintain patient profiles; compound pharmaceutical preparations; count or pour medications into dispensing containers; input information utilizing a computer or other equipment; repackage medications; prepare sterile and bio-hazardous products; maintain medication stock at designated locations within an institution; collect quality improvement data; deliver medications; and operate computerized dispensing and/or robotic technology.

- **Personal Qualities** - Must be exact in all calculated work; read and understand work related materials; inspect and evaluate the quality of products; use math skills and scientific methods to solve problems; find and recognize important information; use effective communication and interpersonal skills; think critically in a timely fashion; add, subtract, multiply, divide quickly, correctly and honestly. Excellent work ethics are a must.

- **Physical Demands** - Lift up to 25 pounds; make fast, simple, repeated movements of fingers, hands, and wrists; prolonged standing/sitting; use fingers or hands to grasp, move, or assemble small objects; ability to frequently reach and lift; handle mental and physical stress.

Other conditions for admission: None
**CURRICULUM**

**Credits required for graduation:** 76

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1010 Basic Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

*Core courses must be completed prior to acceptance into the program.*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>AHS 1015 Basic Inorganic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>AHS 109 Medical Terminology for Allied Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHR 100 Pharmaceutical Calculations</td>
<td>5</td>
</tr>
<tr>
<td>PHR 101 Pharmacy Technology Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>PHR 102 Principles of Dispensing Medications</td>
<td>6</td>
</tr>
<tr>
<td>PHR 103 Principles of Sterile Medication Prep</td>
<td>6</td>
</tr>
<tr>
<td>PHR 104 Pharmacy Technology Pharmacology</td>
<td>5</td>
</tr>
<tr>
<td>PHR 105 Pharmacy Technology Practicum</td>
<td>7</td>
</tr>
<tr>
<td>PHR 106 Advanced Pharmacy Technology Principles</td>
<td>5</td>
</tr>
<tr>
<td>PHR 107 Advanced Pharmacy Technology Practicum</td>
<td>7</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

*The student’s actual curriculum may vary somewhat from the outline above.*

---

**TECHNICAL CERTIFICATES**

**Pharmacy Technician/Assistant – PA21**

The Pharmacy Assistant technical certificate of credit 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 medications.

---

**PROGRAM REQUIREMENTS**

**Required Age:** 16

**High School Diploma or GED Required:** Yes

**Minimum Test Scores:**

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>English</td>
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<td>Numerical Skills</td>
<td>Numerical Skills</td>
</tr>
<tr>
<td>35</td>
<td>26</td>
</tr>
<tr>
<td>Algebra</td>
<td>Algebra</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Other conditions for admission: None*
**THE DIPLOMA PROGRAM**

The Practical Nursing Diploma Program combines classroom instruction and extensive clinical experience to prepare graduates to take the State Board of Examination for licensure as Practical Nurses. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Clinical training is conducted at affiliated hospitals and health care facilities to provide the student nurse with actual experience in general medical nursing and in specialty nursing procedures such as obstetrics, medical, geriatrics, surgery, pediatrics, and recovery room. The student’s clinical experiences are closely supervised by Wiregrass Tech’s instructional staff.

The Practical Nursing Diploma Program at Wiregrass Georgia Technical College is designed to produce a graduate who is:

- Competent in the general areas of communications, math, and interpersonal relations,
- Competent in anatomy and physiology,
- Competent in drug calculation and administration of medication,
- Competent in nutrition and diet therapy,
- Competent in patient care related to wellness and prevention of disease in the following areas: fundamental skills, medical-surgical, maternal-child, mental health, leadership, and geriatrics,
- Aware of and practices good safety habits
- Understands the role of nursing ethics in the overall health care environment
- Competent in employability skills which foster working attitudes and working habits that enable the graduate to perform as a good employee,
- Aware of the need for further education so that graduates will pursue their own continuing education as a lifelong endeavor, and
- Willing to integrate core threads in the areas of physical, psychosocial, and spiritual needs in order to provide holistic care.

**Diploma Program Admission Requirements**

Applicants will be considered for admission based on the following criteria:

- Completion of the following pre-requisites with a grade of C or better: ENG 1010, PSY 1010, MATH 1012, SCT 100, AHS 103(Nutrition) AHS
- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months.

Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**ASSET COMPASS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>38</td>
</tr>
<tr>
<td>English</td>
<td>35</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>35</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
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</table>

**ACT**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
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<tr>
<td>Math</td>
<td>16</td>
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**SAT**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>430</td>
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<tr>
<td>Math</td>
<td>400</td>
</tr>
</tbody>
</table>

**CPE**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>75</td>
</tr>
<tr>
<td>English</td>
<td>75</td>
</tr>
<tr>
<td>Math</td>
<td>75</td>
</tr>
</tbody>
</table>

*Other conditions for admissions: Complete ALL developmental course work as determined by testing.*

**PRACTICAL NURSING PROGRAM ADVISEMENT REQUIREMENTS**

All Practical Nursing core students must be advised at least once to meet their advisor and receive the advisement packet. It is strongly recommended that advisement occur in the 1st quarter of attendance. The Practical Nursing advisors will communicate with all students using the Wiregrass Georgia Tech student e-mail. It is the students’ responsibility to view their e-mail often during the quarter for any updates or information that the advisor may send.

**PRACTICAL NURSING PROGRAM ADMISSION REQUIREMENTS**

Admission to the college does not guarantee admission to the Practical Nursing program. Students are accepted into the program every Fall and Spring quarter on the Valdosta and Fitzgerald campuses. On the Douglas campus, students are admitted every Summer and Winter quarter. The evening program is offered on both the Fitzgerald and Douglas campuses, accepting students every other year. Students must complete all course classes and meet the required entrance scores on the TEAS exam.

Applicants will be considered for admission based on the following specific criteria:

- Completion of the following pre-requisites with a grade of C or better: ENG 1010, PSY 1010, MATH 1012, SCT 100, AHS 103(Nutrition) AHS
1011(A&P), AHS 109(Med-term), AHS 104(Intro to Healthcare)

- The following pre-requisites have a 5 year time limit:
  - AHS 103, AHS 1011, AHS 109, AHS 104, SCT 100

- The quarter prior to entry the grade point average (GPA) must be a 2.5 or higher.

- Schedule with the admission office to take the TEAS (Test of Essential Academic Skills).

Candidates for the practical nursing program should take the TEAS the quarter prior to entrance and may only take it once in those quarters. Approximate cost is $40. The student must meet or exceed the national average score at the time of testing to be considered for entry. The top scores will be selected for entry.

It is important that all students are aware of the level of competition for entrance into the LPN program. The LPN program has a limited number of clinical sites and must follow regulations that restrict our enrollment numbers therefore; we will accept the highest TEAS scores from those in the applicant pool. These limitations ensure the quality of the educational experience for the student, provide safety in the provision of care to the patient, and are mandated by state regulations.

Applicants will be notified of conditional acceptance as soon as all the TEAS results are completed. Official acceptance will be determined after the last day of the quarter and all grades are entered. Applicants who are not selected for admission may elect to re-submit an application for the following entry date and are considered with the next applicant pool. Applicants are allowed up to three attempts to enter before career counseling is required.

Students selected for admission to the Practical Nursing program must submit the following current official documentation to the Nursing Department AFTER attending the program orientation session and PRIOR TO the first clinical experience.

- Copy of basic cardiac life support certification
- Student’s personal health history
- Physician’s physical assessment of student
- Record of immunization administration and titers
- Record of required lab work
- A written statement acknowledging that commission of a felony may prevent or impede the graduate from taking the licensure (NCLEX-PN) examination to become a licensed practical nurse.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive the HB vaccination series or sign a waiver declining the vaccination

**CURRICULUM**

**Credits required for graduation: 95**

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1010 Basic Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCCUPATIONAL COURSES</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 1011 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>AHS 102 Drug Calculation &amp; Administration</td>
<td>3</td>
</tr>
<tr>
<td>AHS 103 Nutrition &amp; Diet Therapy</td>
<td>2</td>
</tr>
<tr>
<td>AHS 104 Intro to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>AHS 109 Medical Terminology for Allied Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>NPT 112 Medical Surgical Nursing Practicum I</td>
<td>7</td>
</tr>
<tr>
<td>NPT 113 Medical Surgical Nursing Practicum II</td>
<td>7</td>
</tr>
<tr>
<td>NPT 212 Pediatric Nursing Practicum</td>
<td>2</td>
</tr>
<tr>
<td>NPT 213 Obstetrical Nursing Practicum</td>
<td>3</td>
</tr>
<tr>
<td>NPT 215 Nursing Leadership Practicum</td>
<td>2</td>
</tr>
<tr>
<td>NSG 110 Nursing Fundamentals</td>
<td>10</td>
</tr>
<tr>
<td>NSG 112 Medical Surgical Nursing I</td>
<td>9</td>
</tr>
<tr>
<td>NSG 113 Medical Surgical Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>NSG 212 Pediatric Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NSG 213 Obstetrical Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NSG 215 Nursing Leadership</td>
<td>2</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

*The student’s actual curriculum may vary somewhat from the outline above.*

This program is approved by the Georgia Board of Examiners of Licensed Practical Nurses.

**TECHNICAL CERTIFICATES**

**Hemodialysis Patient Care Specialist HED1**

The Hemodialysis Patient Care Specialist Technical Certificate of credit program provides the skills needed by technicians to assist Hemodialysis RN’s with the care of clients receiving regular dialysis treatment. Graduates will be knowledgeable in both the theoretical and clinical aspects of Hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting. They will have an understanding of kidney Pathophysiology and the medications used to treat renal disorders. Equipment care, usage, and maintenance, as well as infection control will be emphasized.
**PROGRAM REQUIREMENTS**

Required Age: 18

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38  Reading</td>
<td>70  Reading</td>
</tr>
<tr>
<td>35  English</td>
<td>23  Writing</td>
</tr>
<tr>
<td>31  Numerical Skills</td>
<td>19  Numerical Skills</td>
</tr>
<tr>
<td>N/A  Algebra</td>
<td>N/A  Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**

*Credits required for graduation: 21*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104 Introduction to Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HCT 110 Hemodialysis Patient Care</td>
<td>10</td>
</tr>
<tr>
<td>HCT 120 Hemodialysis Practicum</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

**PatientCare Assisting – TTP1**

The patient care assistant may give most of the basic care to the patient. The Patient Care Assisting technical certificate of credit program provides a sequence of courses that emphasize a combination of theory, clinical and practical experience application necessary for successful employment.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33  Reading</td>
<td>49  Reading</td>
</tr>
<tr>
<td>33  English</td>
<td>15  Writing</td>
</tr>
<tr>
<td>33  Numerical Skills</td>
<td>22  Numerical Skills</td>
</tr>
<tr>
<td>N/A  Algebra</td>
<td>N/A  Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**

*Credits required for graduation: 16*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 103 Nutrition and Diet Therapy</td>
<td>2</td>
</tr>
<tr>
<td>AHS 109 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>for Allied Health Sciences</td>
</tr>
<tr>
<td>CNA 100 Patient Care Fundamentals</td>
<td>8</td>
</tr>
<tr>
<td>EMP 1000 Interpersonal Relations and</td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td>3</td>
</tr>
</tbody>
</table>
THE DEGREE PROGRAM
This seven-quarter Associate of Applied Science degree program provides the student with the skills and knowledge required by the American Registry of Radiologic Technologists to enter the field as an entry-level radiographer. Instruction and clinical experience are conducted at affiliated hospitals on modern equipment to allow all types of radiographic (x-ray) examinations. In addition to classroom instruction in such topics as physics, anatomy, physiology, and pathology, the student receives clinical supervision in radiation protection techniques, radiographic exposures, and the proper positioning of patients for optimum results. The student is given the opportunity to work with a variety of patients, many of whom are seriously ill or injured and require great skill and ingenuity on the part of the radiographer to obtain the most informative radiographs possible.

The American Registry of Radiologic Technologists approves the Radiologic Technology program as one in a SACS-COC accredited college. Graduates are eligible to apply to sit for the Radiography examination of the ARRT.

Prior to beginning the clinical phase of training, all Radiologic Technology students must submit dental and medical records, RPR blood test, a tuberculin skin test, and other medical information.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive the HB vaccination series or sign a waiver declining the vaccination. This series must be completed prior to clinical experience or externship experience.

**Associate Degree Admission Requirements**
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**Technical Standards for Radiologic Technology**
The Radiologic Technology faculty have specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Radiologic Technology program and professional practice.

- Ability to work in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.*

- Ability to frequently reach, lift, and use manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creation of immobilization devices.*

- Ability to assist in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher, to and from beds, treatment tables, chairs, etc.*

- Ability to lift devices (weighing up to 50 pounds)

- Ability to communicate clearly, to monitor and instruct patients before, during, and after procedures. (Documented by satisfactory completion of general education requirements).

- Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read patient’s medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.*

- Have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion. (Documented by meeting program admission status)

*Documented by physical exam.*

**Note:** Prior criminal convictions may affect a student’s ability to participate in the clinical portion of the program and in board certification. All students with a criminal conviction must make an appointment with the program coordinator to discuss their eligibility to participate in the program prior to applying for admission to the program.
PROGRAM REQUIREMENTS
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
</tbody>
</table>

**ACT**

| 20 Verbal | 460 Verbal |
| 18 Math | 430 Math |

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 138

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2113</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 2114</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric</td>
</tr>
<tr>
<td>ENG 2130</td>
<td>American Literature</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities</td>
</tr>
<tr>
<td>MAT 1101</td>
<td>Mathematical Modeling</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
</tr>
<tr>
<td>RAD 101</td>
<td>Introduction to Radiography</td>
</tr>
<tr>
<td>RAD 103</td>
<td>Body, Trunk, and Upper Extremities Procedures</td>
</tr>
<tr>
<td>RAD 106</td>
<td>Lower Extremity and Spine Procedures</td>
</tr>
<tr>
<td>RAD 107</td>
<td>Principles of Radiographic Exposure I</td>
</tr>
<tr>
<td>RAD 109</td>
<td>Contrast Procedures</td>
</tr>
<tr>
<td>RAD 113</td>
<td>Cranium Procedures</td>
</tr>
<tr>
<td>RAD 116</td>
<td>Principles of Radiographic Procedures II</td>
</tr>
<tr>
<td>RAD 117</td>
<td>Radiographic Imaging Equipment</td>
</tr>
<tr>
<td>RAD 119</td>
<td>Radiographic Pathology and Medical Terminology</td>
</tr>
<tr>
<td>RAD 120</td>
<td>Principles of Radiation Biology and Protection</td>
</tr>
<tr>
<td>RAD 123</td>
<td>Radiologic Science</td>
</tr>
<tr>
<td>RAD 126</td>
<td>Radiologic Technology Review</td>
</tr>
<tr>
<td>RAD 132</td>
<td>Clinical Radiography I</td>
</tr>
<tr>
<td>RAD 133</td>
<td>Clinical Radiography II</td>
</tr>
<tr>
<td>RAD 134</td>
<td>Clinical Radiography III</td>
</tr>
<tr>
<td>RAD 135</td>
<td>Clinical Radiography IV</td>
</tr>
<tr>
<td>RAD 136</td>
<td>Clinical Radiography V</td>
</tr>
<tr>
<td>RAD 137</td>
<td>Clinical Radiography VI</td>
</tr>
<tr>
<td>RAD 138</td>
<td>Clinical Radiography VII</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Computed Tomography Specialist – CTM1
TheComputed 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, and to provide for continuing educational requirements. This Computed Tomography certificate program consists of classroom-based and hybrid (web-based) didactic courses as well as clinical education for the student. The clinical component is required to complete competency exams needed to sit for the CT certification exam.

PROGRAM REQUIREMENTS
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>37 Algebra</td>
<td>28 Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. To begin clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test.

CURRICULUM
Credits required for graduation: 29

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 220</td>
<td>Intro to Computed Tomography</td>
</tr>
<tr>
<td>RAD 221</td>
<td>CT Physics and Instrumentation</td>
</tr>
<tr>
<td>RAD 222</td>
<td>CT Procedures I</td>
</tr>
<tr>
<td>RAD 223</td>
<td>CT Procedures II</td>
</tr>
<tr>
<td>RAD 225</td>
<td>Computed Tomography Clinical I</td>
</tr>
<tr>
<td>RAD 226</td>
<td>Computed Tomography Clinical II</td>
</tr>
</tbody>
</table>
THE DIPLOMA PROGRAM

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation of tools and technologies to facilitate a physician’s performance of invasive therapeutic and diagnostic procedures.

The Surgical Technology diploma program, conducted at affiliated medical facilities, combines classroom instruction and clinical experience in a variety of subjects ranging from the basics in anatomy, physiology, pathology and microbiology to the study of surgical patient care, identification and preparation of surgical equipment, instrumentation and supplies, creation and maintenance of the sterile field, and surgical case preparation and procedures.

Graduates are competent as entry-level surgical technologists qualified to provide services in hospitals (operating and delivery rooms; emergency and sterile processing departments, and ambulatory care areas), clinics and same-day surgery centers, physicians’ offices and in-home health care. Graduates with experience and additional education may become a Certified First Assistant (CFA) to the surgeon.

The Surgical Technology Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Prior to beginning the clinical phase of training, all Surgical Technology students must submit dental and medical records, RPR blood test, a tuberculin skin test, and other medical information.

In compliance with OSHA standards, Wiregrass Georgia Tech requires that each student receive the HB vaccination series or sign a waiver declining the vaccination. This series must be completed prior to clinical experience or externship experience.

Diploma Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months.

Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th></th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>38</td>
<td>70 Reading</td>
</tr>
<tr>
<td>English</td>
<td>35</td>
<td>23 Writing</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>35</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>18</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>Math</td>
<td>16</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE

75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 87

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
</tr>
<tr>
<td>PSY 1010</td>
<td>Basic Psychology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Introduction to Health Care</td>
</tr>
<tr>
<td>AHS 109</td>
<td>Medical Terminology for Allied Health Sciences</td>
</tr>
<tr>
<td>AHS 1011</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>SUR 101</td>
<td>Introduction to Surgical Technology</td>
</tr>
<tr>
<td>SUR 102</td>
<td>Principles of Surgical Technology</td>
</tr>
<tr>
<td>SUR 108</td>
<td>Surgical Microbiology</td>
</tr>
<tr>
<td>SUR 109</td>
<td>Surgical Patient Care</td>
</tr>
<tr>
<td>SUR 110</td>
<td>Surgical Pharmacology</td>
</tr>
<tr>
<td>SUR 112</td>
<td>Introductory Surgical Practicum</td>
</tr>
<tr>
<td>SUR 203</td>
<td>Surgical Procedures I</td>
</tr>
<tr>
<td>SUR 204</td>
<td>Surgical Procedures II</td>
</tr>
<tr>
<td>SUR 213</td>
<td>Specialty Surgical Practicum</td>
</tr>
<tr>
<td>SUR 214</td>
<td>Advanced Specialty Surgical Practicum</td>
</tr>
<tr>
<td>SUR 224</td>
<td>Seminar in Surgical Technology</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
</tr>
</tbody>
</table>

*The student’s actual curriculum may vary somewhat from the outline above.*
EMS 210 – Clinical Applications for the EMT-Paramedic I
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV”, “Clinical Applications for the EMT-Paramedic V” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

EMS 211 – Clinical Applications for the EMT-Paramedic II
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic I”, “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV”, “Clinical Applications for the EMT-Paramedic V” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

EMS 212 – Clinical Applications for the EMT-Paramedic III
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic I”, “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV”, “Clinical Applications for the EMT-Paramedic V” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.
EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

**EMS 215 Clinical Applications for the EMT-Paramedic VI**
Weekly Hours: Class – 0; Lab - 3; Credit Hours: 1
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic I”, “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV” & “Clinical Applications for the EMT-Paramedic V”, will include a minimum skill set and a minimum number of assessments in various categories.

**CERTIFICATES**

**Direct Support Professional – DSP1**
The Direct Support Professional technical certificate of credit prepares students to become certified Direct Support Professionals who provide direct support for persons with developmental disabilities and other disabilities including older adults and to provide skills for job enhancement for those already employed in the field of support services.

**PROGRAM REQUIREMENTS**
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>33 Numerical Skills</td>
<td>22 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**

*Credits required for graduation: 15*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCP 110 Facilitating Access to Community Living I</td>
<td>5</td>
</tr>
<tr>
<td>DCP 111 Facilitating Access to Community Living II</td>
<td>5</td>
</tr>
<tr>
<td>DCP 113 Direct Support Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>DCP 114 Direct Support Practicum II</td>
<td>3</td>
</tr>
</tbody>
</table>
PROGRAM DESCRIPTIONS
TECHNICAL AND INDUSTRIAL

ALFRED GILLIS - DEAN OF TECHNICAL AND INDUSTRIAL

ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS
Machine Tool Technology – MT03

DIPLOMA PROGRAMS
Air Conditioning Technology – AI02
Automotive Collision Repair Technology – AU02
Automotive Fundamentals – UT02
Automotive Technology – UTA4
Convergent Telecommunications Technology – CVL4
Electrical Construction and Maintenance Technology – WO02
Industrial Electrical Technology – IEA2
Industrial Systems Technology – ICS4
Machine Tool Technology – MT02
Welding and Joining Technology – WJ02

TECHNICAL CERTIFICATES
Air Conditioning Technology
Advanced Commercial Refrigeration Specialization – AD01
Air Conditioning Repair Specialist – AI01
Air Conditioning Technician Assistant – AX01
Automotive Collision Repair Technology
Advanced Auto Sheet Metal Custom Fabrication Technician – AA11
Automotive Collision Major Repair Assistant – 5DU1
Automotive Body Repair Assistant – 5DV1
Automotive Fundamentals
Automotive Automatic Transmission/Transaxle Technician – 5CT1
Automotive Engine Performance Technician — AEG1
Automotive Technology
Automotive Automatic Transmission/Transaxle Technician – 5CT1
Automotive Brake Technician – 5CU1
Automotive Electrical/Electronic Systems Technician – 5AS1
Automotive Heating and Air Conditioning Technician – 5AM1
Automotive Suspension and Steering Technician— 5CV1
Convergent Telecommunications Technology
Broadband Installation Specialist – BB11
Cable Installation Specialist – CIL1
Mobile Electronics Technician — MBE1
Voice/Data Specialist – VDS1
Electrical Construction and Maintenance Technology
Electrical Maintenance Technician – ELM1
General Construction Technicians – GCS1
Industrial Wiring Technician – CWT1
Programmable Control Technician II – 5DB1
Residential Wiring Technician – RWT1
Industrial Electrical Technology
Electrical Technician – LL01
Industrial Systems Technology
Industrial Motor Control Technician – MTC1
Programmable Control Technician I – IPC1
Machine Tool Technology
CNC Specialist – CNC1
Welding and Joining Technology
Flat Shielded Metal Arc Welder – 5BR1
Flux Cored Arc Welder – WJS1
Gas Metal Arc Welder – 5BW1
Gas Tungsten ARC Welder – 5BT1
Overheard Shielded Metal Arc Welder – 5BU1
Pipe Welder – ADW1
THE DIPLOMA PROGRAM

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

Diploma Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>35</td>
<td>23</td>
</tr>
<tr>
<td>35</td>
<td>26</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18</td>
<td>430</td>
</tr>
<tr>
<td>16</td>
<td>400</td>
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</table>

<table>
<thead>
<tr>
<th>CPE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>Reading</td>
</tr>
<tr>
<td>75</td>
<td>English</td>
</tr>
<tr>
<td>75</td>
<td>Math</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 85

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 100 Refrigeration Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ACT 101 Principles and Practices of Refrigeration</td>
<td>7</td>
</tr>
<tr>
<td>ACT 102 Refrigeration Systems Components</td>
<td>7</td>
</tr>
<tr>
<td>ACT 103 Electrical Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>ACT 104 Electric Motors</td>
<td>4</td>
</tr>
<tr>
<td>ACT 105 Electrical Components</td>
<td>5</td>
</tr>
<tr>
<td>ACT 106 Electric Control Systems and Installation</td>
<td>4</td>
</tr>
<tr>
<td>ACT 107 Air Conditioning Principles</td>
<td>8</td>
</tr>
<tr>
<td>ACT 108 Air Conditioning Systems and Installation</td>
<td>3</td>
</tr>
<tr>
<td>ACT 109 Troubleshooting Air Conditioning Systems</td>
<td>7</td>
</tr>
<tr>
<td>ACT 110 Gas Heating Systems</td>
<td>5</td>
</tr>
<tr>
<td>ACT 111 Heat Pumps and Related Systems</td>
<td>6</td>
</tr>
<tr>
<td>IFC 100 Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student's actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Advanced Commercial Refrigeration Specialization – AD01
The Advanced Commercial Refrigeration Specialization technical certificate of credit program is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the commercial refrigeration air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment. Program graduates receive an Advanced Technology TCC with the Advanced Commercial Refrigeration Specialization.
PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A Reading</td>
<td>N/A Reading</td>
</tr>
<tr>
<td>N/A English</td>
<td>N/A Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission (if any): Yes. A candidate for the Advanced Commercial Refrigeration Specialization TCC must complete the Air Conditioning Technology Diploma or Degree Program or have 3 years experience as an air conditioning technician and the instructor’s permission.

CURRICULUM

Credits required for graduation: 16

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 208 Commercial Refrigeration Design</td>
<td>4</td>
</tr>
<tr>
<td>ACT 209 Commercial Refrigeration App</td>
<td>8</td>
</tr>
<tr>
<td>ACT 210 Trouble Shooting &amp; Servicing Commercial Refrigeration</td>
<td>4</td>
</tr>
</tbody>
</table>

Air Conditioning Repair Specialist – AI01
The Air Conditioning Repair Specialist technical certificate of credit is a series of courses that prepares a student as an Air Conditioning Specialist.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A Reading</td>
<td>N/A Reading</td>
</tr>
<tr>
<td>N/A English</td>
<td>N/A Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM

Credits required for graduation: 26

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 100 Refrigeration Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ACT 103 Electrical Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>ACT 104 Electric Motors</td>
<td>4</td>
</tr>
<tr>
<td>ACT 110 Gas Heating Systems</td>
<td>5</td>
</tr>
<tr>
<td>ACT 111 Heat Pumps and Related Systems</td>
<td>6</td>
</tr>
</tbody>
</table>

Air Conditioning Technician Assistant – AX01
The Air Conditioning Technician Assistant technical certificate of credit program is a series of courses that prepares a student to become an Air Conditioning Technician Assistant.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A Reading</td>
<td>N/A Reading</td>
</tr>
<tr>
<td>N/A English</td>
<td>N/A Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM

Credits required for graduation: 18

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 100 Refrigeration Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ACT 101 Principles and Practices of Refrigeration</td>
<td>7</td>
</tr>
<tr>
<td>ACT 102 Refrigeration System Components</td>
<td>7</td>
</tr>
</tbody>
</table>
THE DIPLOMA PROGRAM
The Automotive Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing. Program graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:
- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>38</td>
</tr>
<tr>
<td>English</td>
<td>35</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>35</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
</tr>
<tr>
<td>Verbal</td>
<td>18</td>
</tr>
<tr>
<td>Math</td>
<td>16</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 67

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1000</td>
<td>Safety</td>
</tr>
<tr>
<td>ACR 1010</td>
<td>Auto Components Identification</td>
</tr>
<tr>
<td>ACR 1020</td>
<td>Equipment and Hand Tools Identification</td>
</tr>
<tr>
<td>ACR 1040</td>
<td>Mechanical and Electrical Systems</td>
</tr>
<tr>
<td>ACR 1050</td>
<td>Body Fiberglass, Plastic, and Rubber Repair Techniques</td>
</tr>
<tr>
<td>ACR 1060</td>
<td>Welding and Cutting</td>
</tr>
<tr>
<td>ACR 1070</td>
<td>Trim, Accessories, and Glass</td>
</tr>
<tr>
<td>ACR 1090</td>
<td>Damage Identification &amp; Assessment</td>
</tr>
<tr>
<td>ACR 1100</td>
<td>Minor Collision Repair</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
</tr>
</tbody>
</table>

COMPLETION OF ONE SPECIALIZATION IS REQUIRED

MAJOR COLLISION REPAIR

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1200</td>
<td>Conventional Frame Repair</td>
</tr>
<tr>
<td>ACR 1210</td>
<td>Unibody Identification and Damage Analysis</td>
</tr>
<tr>
<td>ACR 2240</td>
<td>Unibody Measuring and Fixturing and Straightening Systems</td>
</tr>
<tr>
<td>ACR 2250</td>
<td>Unibody Structural Panel Repair and Replacement</td>
</tr>
<tr>
<td>ACR 2260</td>
<td>Conventional Body Structural Panel Repair</td>
</tr>
<tr>
<td>ACR 1270</td>
<td>Unibody Suspension and Steering Systems</td>
</tr>
<tr>
<td>ACR 1280</td>
<td>Bolt-On Body Panel Removal and Replacement</td>
</tr>
<tr>
<td>ACR 1290</td>
<td>Collision Repair Internship</td>
</tr>
<tr>
<td>OR</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None
### PAINT & REFINISHING

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1300 Sanding/Priming/Paint Preparation</td>
<td>5</td>
</tr>
<tr>
<td>ACR 1320 Special Refinishing Application</td>
<td>5</td>
</tr>
<tr>
<td>ACR 2340 Urethane Enamels</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td>ACR 2350 Tint and Match Colors</td>
<td>5</td>
</tr>
<tr>
<td>ACR 2360 Detailing</td>
<td>2</td>
</tr>
<tr>
<td>ACR 2370 Paint and Refinishing Internship</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx Electives **</td>
<td>** 3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

### TECHNICAL CERTIFICATES

**Advanced Auto Sheet Metal Custom Fabrication Technician – AA11**

The Advanced Auto Sheet Metal Custom Fabrication Technician course provides the student with the knowledge and skills needed in a body shop that routinely repairs vehicles for which repair or replacement panels are no longer available. The fabricator/technician will learn how to fabricate replacement body panels, using equipment specifically designed for sheet metal forming and shaping, to a high degree of quality. The technician/fabricator will also be capable of various advanced sheet metal repairs.

### PROGRAM REQUIREMENTS

**Required Age:** 18

**High School Diploma or GED Required:** Yes

**Minimum Test Scores:**

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

**Other Conditions for Admission:** Yes. Students must have a minimum of 3 years industry experience or completion of the Automotive Body Repair Assistant technical certificate.
### CURRICULUM

**Credits required for graduation: 29**

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1000</td>
<td>1</td>
</tr>
<tr>
<td>ACR 1090</td>
<td>3</td>
</tr>
<tr>
<td>ACR 1200</td>
<td>3</td>
</tr>
<tr>
<td>ACR 1210</td>
<td>2</td>
</tr>
<tr>
<td>ACR 2240</td>
<td>6</td>
</tr>
<tr>
<td>ACR 2250</td>
<td>3</td>
</tr>
<tr>
<td>ACR 2260</td>
<td>5</td>
</tr>
<tr>
<td>ACR 1280</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Automotive Body Repair Assistant – 5DV1

The Auto Body Repair Assistant certificate program prepares students for employment as assistants to technicians in an automotive collision repair shop. Training is provided in minor collision repair, mechanical and electrical systems, body fiberglass plastics, and rubber repair techniques. Students will also learn the proper techniques for bolt-on body panel removal and replacement, sanding, priming, and preparation.

### PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>70</td>
</tr>
<tr>
<td>English</td>
<td>23</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>26</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None
The Automotive Fundamentals diploma program is a sequence of courses that prepare students for the automotive service and repair profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Automotive Fundamentals theory and practical application necessary for successful employment. Program graduates receive an Automotive Fundamentals 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 automotive field.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: Valid Georgia driver’s license.

CREDITS
Credits required for graduation: 77

Core Courses | Credit Hours
---|---
EMP 1000 Interpersonal Relations and Professional Development | 3
ENG 1010 Fundamentals of English I | 5
MAT 1012 Foundations of Mathematics | 5
AUT 120 Intro to Automotive Technology | 3
AUT 122 Electrical and Electronic Systems | 6
AUT 124 Battery Starting and Charging Systems | 4
AUT 126 Engine Principles of Operation and Repair | 6
AUT 128 Fuel, Ignition, and Emission Systems | 7
AUT 130 Automotive Brake Systems | 4
AUT 132 Suspension and Steering Systems | 4
AUT 134 Drivelines | 4
AUT 140 Electronic Engine Control Systems | 7

AUT 142 Climate Control Systems | 6
AUT 144 Intro to Automatic Transmissions | 4
AUT 220 Automotive Technology Internship | 6
OR
XXX xxx Advisor approved specific occupational guided elective | (6)
SCT 100 Intro to Microcomputers | 3

TECHNICAL CERTIFICATES
Automotive Automatic Transmission/Transaxle Technician – 5ct1
The Automatic Transmission/Transaxle Technician technical certificate of credit program is designed to provide students with skills to enter the automotive industry as entry-level Automotive Automatic Transmission/Transaxle Technicians. This program introduces the study of automatic transmission/transaxle theory, power flow, fundamental hydraulic circuitry, electrical circuitry, testing procedures, diagnostic techniques, in-car repair, service procedures, and overhaul procedures.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: Valid Georgia driver’s license

CREDITS
Credits required for graduation: 23

Automotive Engine Performance Technician - AEG1
The Automotive Engine Performance Technician technical certificate of credit introduces students to the knowledge and skills they will need as entry-level engine performance technicians. Topics covered include theory, diagnosis, service, and repair of fuel systems, ignition systems, emission systems, and electronic engine controls.

Occupational Courses | Credit Hours
---|---
AUT 120 Intro to Automotive Technology | 3
AUT 122 Electrical and Electronic Systems | 6
AUT 144 Intro to Automatic Transmissions | 4
AUT 210 Automatic Transmission Repair | 7
AUT 212 Advanced Electronic Transmissions Diagnosis | 3
PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Valid Georgia driver’s license

CURRICULUM

Credits required for graduation: 18

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 128 Fuel, Ignition, and Emission Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUT 140 Electronic Engine Control Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUT 218 Advanced Electronic Engine Control Systems</td>
<td>4</td>
</tr>
</tbody>
</table>
THE DIPLOMA PROGRAM
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 develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as automotive technicians.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE

75 Reading 75 English 75 Math

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 103

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 120 Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AUT 122 Electrical and Electronic Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUT 124 Battery, Starting and Charging Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 126 Engine Principles of Operation and Repair</td>
<td>6</td>
</tr>
<tr>
<td>AUT 128 Fuel, Ignition and Emission Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUT 130 Automotive Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 132 Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 134 Drivelines</td>
<td>4</td>
</tr>
<tr>
<td>AUT 138 Manual Transmission/Transaxle</td>
<td>4</td>
</tr>
<tr>
<td>AUT 140 Electronic Engine Control Systems</td>
<td>7</td>
</tr>
<tr>
<td>AUT 142 Climate Control Systems</td>
<td>6</td>
</tr>
<tr>
<td>AUT 144 Introduction to Automatic Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>AUT 210 Automatic Transmission Repair</td>
<td>7</td>
</tr>
<tr>
<td>AUT 212 Advanced Electronic Transmission Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>AUT 214 Advanced Electronic Controlled Brake System Diagnosis</td>
<td>4</td>
</tr>
<tr>
<td>AUT 216 Advanced Electronic Controlled Suspension and Steering Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 218 Advanced Electronic Engine Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 220 Automotive Technology Internship</td>
<td>6</td>
</tr>
<tr>
<td>OR XXX xxx Electives **</td>
<td>(6)</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Automotive Brake Technician – 5CU1
The Automotive Brake Technician technical certificate of credit program provides students with entry-level skills for entering the automotive industry as brake technicians. This program includes fundamentals hydraulics, braking systems theory, and operation, drum brakes, disc brakes, power assisted brakes, anti-lock braking systems, brake system diagnostics, brake system repair, and brake system servicing.
PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 17

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 120</td>
<td>Introduction to Automotive Technology</td>
</tr>
<tr>
<td>AUT 122</td>
<td>Electrical and Electronic Systems</td>
</tr>
<tr>
<td>AUT 130</td>
<td>Automotive Brake Systems</td>
</tr>
<tr>
<td>AUT 214</td>
<td>Advanced Electronic Controlled Brake System Diagnosis</td>
</tr>
</tbody>
</table>

Automotive Electrical / Electronic Systems Technician – 5AS1
The Automotive Electrical / Electronic Systems Technician technical certificate of credit program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic systems as an entry-level automotive technician. Topics include automotive batteries, starting systems, charging systems, instrumentation, lighting, and accessories.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 15

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 120</td>
<td>Introduction to Auto Technology</td>
</tr>
<tr>
<td>AUT 122</td>
<td>Electrical and Electronic Systems</td>
</tr>
<tr>
<td>AUT 142</td>
<td>Climate Control Systems</td>
</tr>
</tbody>
</table>

Automotive Heating and Air Conditioning Technician – 5AM1
The Automotive Heating and Air Conditioning Technician technical certificate of credit program provides students with skills for entering the automotive industry as entry-level heating and air conditioning technicians. This program includes theory, diagnosis, servicing, and repair of automotive heating and air conditioning systems.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 15

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 120</td>
<td>Introduction to Automotive Technology</td>
</tr>
<tr>
<td>AUT 122</td>
<td>Electrical and Electronic Systems</td>
</tr>
<tr>
<td>AUT 124</td>
<td>Battery, Starting &amp; Charging Systems</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Electives **</td>
</tr>
</tbody>
</table>

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

Automotive Suspension and Steering Technician – 5CV1
The Automotive Suspension and Steering Technician technical certificate of credit program provides students with the skills needed to enter the automotive industry as suspension and steering entry-level technicians. The program presents vehicle chassis types; chassis components; steering and suspension systems; steering and suspension operation, design, service, repair, alignment, and problem solving.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 17
The Convergent Telecommunications Technology Diploma – CVL4

The Convergent Telecommunications Technology program prepares students to work in the next generation of converged telecommunications services. Graduates will be proficient in voice and network technologies including VoIP and packetized switching, and will be able to install and maintain the current legacy systems. Graduates in the Broadband track will be able to perform all duties of a cable TV technician.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>Reading</td>
</tr>
<tr>
<td>35</td>
<td>English</td>
</tr>
<tr>
<td>37</td>
<td>Numerical Skills</td>
</tr>
<tr>
<td>N/A</td>
<td>Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Verbal</td>
</tr>
<tr>
<td>16</td>
<td>Math</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CPE</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>Reading</td>
</tr>
<tr>
<td></td>
<td>75 English</td>
</tr>
<tr>
<td></td>
<td>75 Math</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 79

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current I</td>
<td>4</td>
</tr>
<tr>
<td>IFC 102</td>
<td>Alternating Current I</td>
<td>4</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>TEL 116</td>
<td>Fiber Optics</td>
<td>6</td>
</tr>
<tr>
<td>TEL 122</td>
<td>Computer Installation and Repair</td>
<td>7</td>
</tr>
<tr>
<td>TEL 160</td>
<td>Digital Transmission Systems</td>
<td>3</td>
</tr>
<tr>
<td>TEL 202</td>
<td>BICSI Level 1</td>
<td>6</td>
</tr>
</tbody>
</table>

AND

Completion of one of the following specializations is required for graduation.

Broadband Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL 169</td>
<td>CATV Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>TEL 170</td>
<td>Broadband Cable Installation</td>
<td>6</td>
</tr>
<tr>
<td>TEL 172</td>
<td>Broadband System Installation</td>
<td>6</td>
</tr>
<tr>
<td>TEL 174</td>
<td>Broadband Troubleshooting and Repair</td>
<td>6</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Occupational Electives (s)</td>
<td>9</td>
</tr>
</tbody>
</table>

Convergent Network Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1140</td>
<td>Networking Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Introduction to LANS and WANS</td>
<td>(6)</td>
</tr>
<tr>
<td>CIS 2322</td>
<td>Introduction to WANS and Routing</td>
<td>6</td>
</tr>
<tr>
<td>TEL 108</td>
<td>Network Installation and Repair I</td>
<td>6</td>
</tr>
<tr>
<td>TEL 211</td>
<td>Communication Platforms</td>
<td>6</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Occupational Electives (s)</td>
<td>9</td>
</tr>
</tbody>
</table>

TECHNICAL CERTIFICATES

Broadband Installation Specialist – BBI1
The purpose of the Broadband Installation Specialist technical certificate is to provide training opportunities for persons to gain entry level employment in the field of broadband telecommunications. Courses in the technical certificate provide both classroom and hands-on learning in the areas of safety, cable installation, grounding and bonding, standards and codes, terminations and testing, and CATV installations and troubleshooting.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>Reading</td>
</tr>
<tr>
<td>33</td>
<td>English</td>
</tr>
<tr>
<td>33</td>
<td>Numerical Skills</td>
</tr>
<tr>
<td>N/A</td>
<td>Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Verbal</td>
</tr>
<tr>
<td>16</td>
<td>Math</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CPE</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Reading</td>
</tr>
<tr>
<td></td>
<td>49 English</td>
</tr>
<tr>
<td></td>
<td>15 Writing</td>
</tr>
<tr>
<td></td>
<td>22 Numerical Skills</td>
</tr>
<tr>
<td>N/A</td>
<td>Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 18

Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL 169</td>
<td>CATV Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>TEL 170</td>
<td>Broadband Cable Installation</td>
<td>6</td>
</tr>
<tr>
<td>TEL 172</td>
<td>Broadband System Installation</td>
<td>6</td>
</tr>
</tbody>
</table>

Cable Installation Specialist – CIL1
The purpose of the Cable Installation Specialist technical certificate of credit is to provide training opportunities for persons to gain entry-level employment in installing cabling, including fiber optics, for telecommunications systems. Courses in the technical certificate provide both classroom and hands-on learning in the areas of safety, cable installation, fiber optics systems, and electrical circuitry.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: No

Minimum Test Scores: Testing is not required for entry into this technical certificate.

**CURRICULUM**

*Credits required for graduation: 16*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL 116</td>
<td>Fiber Optics Transmission Systems</td>
</tr>
<tr>
<td>TEL 107</td>
<td>Cable Installation</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>TEL 202</td>
<td>Preparation for BICSI Apprentice Certification</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits I</td>
</tr>
</tbody>
</table>

**Voice/Data Specialist – VDS1**

The purpose of the Voice/Data Specialist technical certificate of credit is to provide training opportunities for persons to gain entry-level employment in the field of convergent telecommunications. Courses in the technical certificate provide both classroom and hands-on learning in the areas of safety, cable installation, grounding and bonding, standards and codes, terminations and testing. The course also includes the installation, programming and troubleshooting of small telephone (Key systems), PBX and VoIP communication platforms. CISCO networking fundamentals is a major component of the course.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: No

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Reading</td>
<td>49 Reading</td>
</tr>
<tr>
<td>33 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>33 Numerical Skills</td>
<td>22 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
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</table>

Other Conditions for admission: None

**CURRICULUM**

*Credits required for graduation: 31*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2321</td>
<td>Introductions to LANS and WANS</td>
</tr>
<tr>
<td>TEL 108</td>
<td>Network Installation and Repair</td>
</tr>
<tr>
<td>TEL 122</td>
<td>Microcomputer Installation and Maintenance</td>
</tr>
<tr>
<td>TEL 202</td>
<td>BICSI Level I Cabling Installation</td>
</tr>
<tr>
<td>TEL 211</td>
<td>Communication Platforms</td>
</tr>
</tbody>
</table>

**Mobile Electronics Technician - MBE1**

**PROGRAM REQUIREMENTS**

Required Age: 16

**This TCC is only offered to high school students**.

<table>
<thead>
<tr>
<th>ASSET</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
</tr>
<tr>
<td>35 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
</tr>
<tr>
<td>N/ Algebra</td>
</tr>
</tbody>
</table>

**CURRICULUM**

*Credits required for graduation: 15*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 104</td>
<td>Soldering Technology</td>
</tr>
<tr>
<td>ELC 130</td>
<td>Mobile Audio and Video</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits I</td>
</tr>
<tr>
<td>IFC 102</td>
<td>Alternating Current I</td>
</tr>
</tbody>
</table>
The Electrical Construction and Maintenance diploma program is a sequence of courses designed to prepare students for careers in residential and commercial electrical industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Electrical Construction and Maintenance diploma and have the qualifications of a residential and commercial electrician.

**PROGRAM REQUIREMENTS**

**Required Age:** 16

**High School Diploma or GED Required:** Yes

**Minimum Test Scores:**

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

**ACT**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

**CPE**

| 75 Reading | 75 English | 75 Math |

**Other conditions for admission:** None

**CURRICULUM**

**Credits required for graduation:** 72-74

**Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

**Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 106</td>
<td>Electrical prints, Schematics, and Symbols</td>
<td>4</td>
</tr>
<tr>
<td>ELT 107</td>
<td>Commercial Wiring I</td>
<td>5</td>
</tr>
<tr>
<td>ELT 108</td>
<td>Commercial Wiring II</td>
<td>5</td>
</tr>
<tr>
<td>ELT 109</td>
<td>Commercial Wiring III</td>
<td>5</td>
</tr>
<tr>
<td>ELT 111</td>
<td>Single-Phase and Three-Phase Motors</td>
<td>5</td>
</tr>
<tr>
<td>ELT 112</td>
<td>Variable Speed/Low Voltage Controls</td>
<td>3</td>
</tr>
<tr>
<td>ELT 118</td>
<td>Electrical Controls</td>
<td>5</td>
</tr>
<tr>
<td>ELT 119</td>
<td>Electricity Principles II</td>
<td>4</td>
</tr>
<tr>
<td>ELT 120</td>
<td>Residential Wiring I</td>
<td>5</td>
</tr>
<tr>
<td>ELT 121</td>
<td>Residential Wiring II</td>
<td>6</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
</tr>
</tbody>
</table>

**TECHNICAL CERTIFICATES**

**Electrical Maintenance Technician – ELM1**

The Electrical Maintenance Technician technical certificate of credit is designed to offer related electrical training providing instruction in safety procedures, programmable logic controls, direct current concepts, alternating current concepts, and industrial wiring.

**PROGRAM REQUIREMENTS**

**Required Age:** 16

**High School Diploma or GED Required:** Yes

**Minimum Test Scores:**

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

**CPE**

| 75 Reading | 75 English | 75 Math |

**Other conditions for admission:** None

**CURRICULUM**

**Credits required for graduation:** 41

**Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 102</td>
<td>Print Reading and Problem Solving</td>
<td>4</td>
</tr>
<tr>
<td>IDS 103</td>
<td>Industrial Wiring</td>
<td>6</td>
</tr>
<tr>
<td>IDS 105</td>
<td>DC and AC Motors</td>
<td>3</td>
</tr>
<tr>
<td>IDS 110</td>
<td>Fundamentals of Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>IDS 113</td>
<td>Magnetic Starters and Braking</td>
<td>3</td>
</tr>
<tr>
<td>IDS 141</td>
<td>Basic Industrial PLCs</td>
<td>6</td>
</tr>
<tr>
<td>IDS 142</td>
<td>Industrial PLCs</td>
<td>6</td>
</tr>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits</td>
<td>4</td>
</tr>
<tr>
<td>IFC 102</td>
<td>Alternating Current I</td>
<td>4</td>
</tr>
</tbody>
</table>

**General Construction Assistant – GCS1**

The General Construction Assistant technical certificate of credit is designed to provide students with an understanding of basic skills needed to perform as an assistant to construction specialists in the skills of carpentry, masonry, plumbing, and electrical wiring.

**PROGRAM REQUIREMENTS**

**Required Age:** 16

**High School Diploma or GED Required:** No

**Minimum Test Scores:** Testing is not required for entry into this technical certificate.
CURRICULUM

Credits required for graduation: 21

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFM 103</td>
<td>Fundamentals of Structural Maintenance</td>
</tr>
<tr>
<td>BFM 105</td>
<td>Fundamentals of Plumbing</td>
</tr>
<tr>
<td>ELT 120</td>
<td>Residential Wiring I</td>
</tr>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Procedures</td>
</tr>
<tr>
<td>MSN 101</td>
<td>Basic Bricklaying</td>
</tr>
</tbody>
</table>

Industrial Wiring Technician – CWT1

The Industrial Wiring Technician technical certificate of credit is designed to prepare students for entry-level employment in the field of industrial wiring. Courses in this TCC provide both classroom and hands-on learning in the areas of safety, AC/DC circuits, and industrial wiring. The TCC will provide entry-level technicians the skills required to work as an entry-level electrician’s helper or apprentice.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores: Testing is not required for entry into this technical certificate.

CURRICULUM

Credits required for graduation: 16

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Procedures</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits</td>
</tr>
<tr>
<td>IFC 102</td>
<td>Alternating Current I</td>
</tr>
<tr>
<td>IDS 103</td>
<td>Industrial Wiring</td>
</tr>
</tbody>
</table>

Programmable Control Technician II – 5DB1

The purpose of the Programmable Control Technician II technical certificate of credit is to offer specialized programmable controller training to qualified industrial technicians, this program consists of instruction selected for the Industrial Systems Technology diploma program. Course work addresses operational theory, systems terminology, and field wiring/installation. It also develops operational skills in the use of PLC equipment and peripheral devices with emphasis on Programmable Logic Controller programming, installations, and troubleshooting/repair.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
</tbody>
</table>

CURRICULUM

Credits required for graduation: 30

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 106</td>
<td>Electrical Prints, Schematics and Symbols</td>
</tr>
<tr>
<td>ELT 119</td>
<td>Electricity Principles II</td>
</tr>
<tr>
<td>ELT 120</td>
<td>Residential Wiring I</td>
</tr>
<tr>
<td>ELT 121</td>
<td>Residential Wiring II</td>
</tr>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Procedures</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits I</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
</tr>
</tbody>
</table>

Other conditions for admission: Must complete Programmable Control Technician I technical certificate before entering this program.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 Reading</td>
<td>60 Reading</td>
</tr>
<tr>
<td>33 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>33 Numerical Skills</td>
<td>22 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

CURRICULUM

Credits required for graduation: 15

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 121</td>
<td>Variable Speed Motor Controls</td>
</tr>
<tr>
<td>IDS 131</td>
<td>Advanced Motor Controls</td>
</tr>
<tr>
<td>IDS 209</td>
<td>Industrial Instrumentation</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Advisor Approved Specific Occupational Guided Elective</td>
</tr>
</tbody>
</table>

Residential Wiring Technician – RWT1

The Residential Wiring Technician technical certificate of credit is designed to provide students the fundamentals of AC and DC circuits, residential wiring single-family, multi-family dwellings, and learning principles of electrical safety. Upon completion, students will be equipped to design and install modern, safe residential wiring systems that meet the demand of local industry.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 Reading</td>
<td>60 Reading</td>
</tr>
<tr>
<td>33 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>33 Numerical Skills</td>
<td>22 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 30

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 106</td>
<td>Electrical Prints, Schematics and Symbols</td>
</tr>
<tr>
<td>ELT 119</td>
<td>Electricity Principles II</td>
</tr>
<tr>
<td>ELT 120</td>
<td>Residential Wiring I</td>
</tr>
<tr>
<td>ELT 121</td>
<td>Residential Wiring II</td>
</tr>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Procedures</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits I</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
</tr>
</tbody>
</table>
THE DIPLOMA PROGRAM
The Industrial Electrical Technology Diploma Program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Industrial Electrical Technology diploma.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an earned high school diploma, GED, or college degree.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 88

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 106</td>
<td>Electrical Prints, Schematics and Symbols 4</td>
</tr>
<tr>
<td>ELT 107</td>
<td>Commercial Wiring I 5</td>
</tr>
<tr>
<td>ELT 108</td>
<td>Commercial Wiring II 5</td>
</tr>
<tr>
<td>ELT 109</td>
<td>Commercial Wiring III 5</td>
</tr>
<tr>
<td>ELT 111</td>
<td>Single-Phase and Three-Phase Motors 5</td>
</tr>
<tr>
<td>ELT 112</td>
<td>Variable Speed/Low Voltage Controls 3</td>
</tr>
<tr>
<td>ELT 116</td>
<td>Transformers 4</td>
</tr>
<tr>
<td>ELT 117</td>
<td>National Electric Code Industrial Applications 4</td>
</tr>
<tr>
<td>ELT 118</td>
<td>Electrical Controls 5</td>
</tr>
<tr>
<td>ELT 119</td>
<td>Electricity Principles II 4</td>
</tr>
<tr>
<td>ELT 120</td>
<td>Residential Wiring I 5</td>
</tr>
<tr>
<td>ELT 121</td>
<td>Residential Wiring II 6</td>
</tr>
<tr>
<td>ELT 122</td>
<td>Industrial PLC’s 6</td>
</tr>
<tr>
<td>IFC 100</td>
<td>Industrial Safety Procedures 2</td>
</tr>
<tr>
<td>IFC 101</td>
<td>Direct Current Circuits I 4</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Technical Electives ** 5</td>
</tr>
</tbody>
</table>

Suggested Electives | Credit Hours
ELT 115 | Diagnostic Trouble Shooting 2

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES
Electrical Technician – LL01
This Electrical Technician technical certificate of credit program will provide training opportunities for persons needing electrical skills. This certificate will help students become proficient in residential wiring, and safety precautions. Students will also learn how to interpret electrical terminology and diagrams and prepare them to take the state license exam.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Reading</td>
<td>49 Reading</td>
</tr>
<tr>
<td>32 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>31 Numerical Skills</td>
<td>19 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
## CURRICULUM

*Credits required for graduation: 43*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELT 100 Electrical Worker</td>
<td>5</td>
</tr>
<tr>
<td>ELT 102 Electricity Principles I</td>
<td>9</td>
</tr>
<tr>
<td>ELT 106 Electrical Prints, Schematics, and Symbols</td>
<td>4</td>
</tr>
<tr>
<td>ELT 110 State License Preparation</td>
<td>7</td>
</tr>
<tr>
<td>ELT 120 Residential Wiring I</td>
<td>5</td>
</tr>
<tr>
<td>ELT 121 Residential Wiring II</td>
<td>6</td>
</tr>
<tr>
<td>IFC 100 Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>
THE DIPLOMA PROGRAM
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, plc’s, instrumentation, fluidpower, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems Technology diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>37 Algebra</td>
<td>28 Algebra</td>
</tr>
</tbody>
</table>

ACT

<table>
<thead>
<tr>
<th>Verbal</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>16</td>
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</tbody>
</table>

SAT

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>400</td>
</tr>
</tbody>
</table>

CPE

<table>
<thead>
<tr>
<th>Reading</th>
<th>75</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>75</td>
</tr>
<tr>
<td>Math</td>
<td>75</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 90

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and</td>
<td>3</td>
</tr>
<tr>
<td>Professional Development</td>
<td></td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1013 Algebraic Concepts</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 101 Industrial Computer Applications</td>
<td>5</td>
</tr>
<tr>
<td>IDS 103 Industrial Wiring</td>
<td>6</td>
</tr>
<tr>
<td>IDS 105 DC and AC Motors</td>
<td>3</td>
</tr>
<tr>
<td>IDS 110 Fundamentals of Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>IDS 113 Magnetic Starters and Braking</td>
<td>3</td>
</tr>
<tr>
<td>IDS 115 Two-Wire Control Circuits</td>
<td>2</td>
</tr>
<tr>
<td>IDS 121 Advanced Motor Controls</td>
<td>2</td>
</tr>
<tr>
<td>IDS 131 Variable Speed Control Circuits</td>
<td>3</td>
</tr>
<tr>
<td>IDS 141 Basic Industrial PLCs</td>
<td>6</td>
</tr>
<tr>
<td>IDS 142 Industrial PLCs</td>
<td>6</td>
</tr>
<tr>
<td>IDS 209 Industrial Instrumentation</td>
<td>6</td>
</tr>
<tr>
<td>IDS 215 Industrial Mechanics</td>
<td>6</td>
</tr>
<tr>
<td>IDS 221 Industrial Fluidpower</td>
<td>7</td>
</tr>
<tr>
<td>IDS 231 Pumps and Piping Systems</td>
<td>2</td>
</tr>
<tr>
<td>IFC 100 Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>IFC 101 Direct Current Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>IFC 102 Alternating Current I</td>
<td>4</td>
</tr>
<tr>
<td>IFC 103 Solid State Devices I</td>
<td>4</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.
** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Industrial Motor Control Technician – MTC1
The Industrial Motor Control Technician Technical Certificate of credit is designed to offer industrial motor controls training. This program provides instruction in DC and AC motors, basic and advanced motor controls, and variable speed drives.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
Other conditions for admission: Admission testing is not required if a candidate has sufficient in-field experience and instructor approval.

**CURRICULUM**

*Credits required for graduation: 16*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 105 DC and AC Motors</td>
<td>3</td>
</tr>
<tr>
<td>IDS 110 Fundamentals of Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>IDS 113 Magnetic Starters and Braking</td>
<td>3</td>
</tr>
<tr>
<td>IDS 115 Two-Wire Control Circuits</td>
<td>2</td>
</tr>
<tr>
<td>IDS 121 Advanced Motor Controls</td>
<td>2</td>
</tr>
<tr>
<td>IDS 131 Variable Speed Motor Control</td>
<td>3</td>
</tr>
</tbody>
</table>

**Programmable Control Technician I – IPC1**

The Programmable Control Technician technical certificate of credit program is designed to offer specialized programmable controller training to qualified industrial technicians. This program consists of instruction selected for the Industrial Systems Technology diploma program. Course work addresses operational theory, systems terminology, and field wiring/installation. It also develops operational skills in the use of PLC equipment and peripheral devices with emphasis on Programmable Logic Controller programming, installations, and troubleshooting/repair.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: No

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. Admission testing is not required if a candidate has sufficient in-field experience and instructor approval.

**CURRICULUM**

*Credits required for graduation: 17*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFC 100 Industrial Safety Procedures</td>
<td>2</td>
</tr>
<tr>
<td>IDS 110 Fundamentals of Motor Controls</td>
<td>3</td>
</tr>
<tr>
<td>IDS 141 Basic Industrial PLCs</td>
<td>6</td>
</tr>
<tr>
<td>IDS 142 Industrial PLCs</td>
<td>6</td>
</tr>
</tbody>
</table>
MACHINE TOOL TECHNOLOGY - MT03

THE DEGREE PROGRAM
The Machine Tool Technology, Associate of Applied Science degree program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology, Associate of Applied Science Degree and have the qualifications of a machine tool technician.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:
• Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
• Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 110

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
</tbody>
</table>

OR

| HUM 1101 Introduction to Humanities | (5) |
| MAT 1111 College Algebra | 5 |
| PHY 1110 Introductory Physics | 5 |

OR

| PHY 1111 Mechanics | (5) |
| PSY 1150 Industrial/Organizational Psychology | 5 |
| SPC 1101 Public Speaking | 5 |

Occupational Courses

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH 101 Introduction to Machine Tool</td>
<td>6</td>
</tr>
<tr>
<td>MCH 102 Blueprint Reading for Machine Tool</td>
<td>5</td>
</tr>
<tr>
<td>MCH 107 Characteristics of Metals/Heat Treatment I</td>
<td>4</td>
</tr>
<tr>
<td>MCH 109 Lathe Operations I</td>
<td>6</td>
</tr>
<tr>
<td>MCH 110 Lathe Operations II</td>
<td>6</td>
</tr>
<tr>
<td>MCH 112 Surface Grinder Operations</td>
<td>3</td>
</tr>
<tr>
<td>MCH 114 Blueprint Reading II</td>
<td>5</td>
</tr>
<tr>
<td>MCH 115 Mill Operations I</td>
<td>6</td>
</tr>
<tr>
<td>MCH 116 Mill Operations II</td>
<td>6</td>
</tr>
<tr>
<td>MCA 211 CNC Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>MCA 213 CNC Mill Manual Programming</td>
<td>7</td>
</tr>
<tr>
<td>MCA 215 CNC Lathe Manual Programming</td>
<td>7</td>
</tr>
<tr>
<td>MCA 219 CAD/CAM Programming</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx Electives **</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

MACHINE TOOL TECHNOLOGY – MT02

THE DIPLOMA PROGRAM
The Machine Tool Technology diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Program graduates receive a Machine Tool Technology diploma and have the qualifications of a machine tool technician.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:
• Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit. Applicants who do not possess a high school diploma or GED must pass the Ability to Benefit Test.

• Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Not required for program admission, but required prior to graduation from program.

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

ACT

18 Verbal
16 Math

SAT

430 Verbal
400 Math

CPE

75 Reading
75 English
75 Math

Suggested Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH 103</td>
<td>Applied Measurement</td>
<td>5</td>
</tr>
<tr>
<td>MCH 152</td>
<td>Industrial Machine Applications</td>
<td>6</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

CNC Specialist – CNC1

The CNC Specialist certificate of credit program provides training for graduates to gain employment as CNC machine tool technicians. Program graduates receive a CNC Specialist technical certificate of credit.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 85

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td></td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH 101</td>
<td>Introduction to Machine Tool</td>
<td>6</td>
</tr>
<tr>
<td>MCH 102</td>
<td>Blueprint Reading for Machine Tool</td>
<td>5</td>
</tr>
<tr>
<td>MCH 104</td>
<td>Machine Tool Math I</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>Algebraic Concepts</td>
<td>(5)</td>
</tr>
<tr>
<td>MCH 107</td>
<td>Characteristics of Metals/Heat Treatment I</td>
<td>4</td>
</tr>
<tr>
<td>MCH 105</td>
<td>Machine Tool Math II</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td>Geometry and Trigonometry</td>
<td>(5)</td>
</tr>
<tr>
<td>MCH 109</td>
<td>Lathe Operations I</td>
<td>6</td>
</tr>
<tr>
<td>MCH 110</td>
<td>Lathe Operations II</td>
<td>6</td>
</tr>
</tbody>
</table>

Suggested Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCH 112</td>
<td>Surface Grinder Operations</td>
<td>3</td>
</tr>
<tr>
<td>MCH 114</td>
<td>Blueprint Reading II</td>
<td>5</td>
</tr>
<tr>
<td>MCH 115</td>
<td>Mill Operations I</td>
<td>6</td>
</tr>
<tr>
<td>MCH 116</td>
<td>Mill Operations II</td>
<td>6</td>
</tr>
<tr>
<td>MCA 211</td>
<td>CNC Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Electives **</td>
<td>5</td>
</tr>
</tbody>
</table>

Other conditions for admission: Yes. Must have completed the Machine Tool Technology degree or diploma program or have three to five years experience at the machinist level.

CURRICULUM

Credits required for graduation: 36

Occupational Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCA 211</td>
<td>CNC Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>MCA 213</td>
<td>CNC Mill Manual Programming</td>
<td>7</td>
</tr>
<tr>
<td>MCA 215</td>
<td>CNC Lathe Manual Programming</td>
<td>7</td>
</tr>
<tr>
<td>MCA 217</td>
<td>CNC Practical Applications</td>
<td>6</td>
</tr>
<tr>
<td>MCA 219</td>
<td>CAD/CAM Programming</td>
<td>6</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Elective</td>
<td>5</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
THE DIPLOMA PROGRAM
The Welding and Joining Technology diploma is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:
- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>34</td>
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<tr>
<td>English</td>
<td>35</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>35</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
</tr>
<tr>
<td>ACT</td>
<td>18</td>
</tr>
<tr>
<td>Verbal</td>
<td>430</td>
</tr>
<tr>
<td>Math</td>
<td>400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Math</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 75

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 100 Introduction to Welding Technology</td>
<td>6</td>
</tr>
<tr>
<td>WLD 101 Oxyfuel Cutting</td>
<td>4</td>
</tr>
<tr>
<td>WLD 103 Blueprint Reading I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 104 Shielded Metal Arc Welding I</td>
<td>6</td>
</tr>
<tr>
<td>WLD 105 Shielded Metal Arc Welding II</td>
<td>6</td>
</tr>
<tr>
<td>WLD 106 Shielded Metal Arc Welding III</td>
<td>6</td>
</tr>
<tr>
<td>WLD 107 Shielded Metal Arc Welding IV</td>
<td>6</td>
</tr>
<tr>
<td>WLD 108 Blueprint Reading II</td>
<td>3</td>
</tr>
<tr>
<td>WLD 109 Gas Metal Arc Welding (GMAW/MIG)</td>
<td>6</td>
</tr>
<tr>
<td>WLD 110 Gas Tungsten Arc Welding (GTAW/MIG)</td>
<td>4</td>
</tr>
<tr>
<td>WLD 112 Preparation for Industrial Qualification</td>
<td>4</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx Electives**</td>
<td>5</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES
Flat Shielded Metal Arc Welder – 5BR1
The Flat Shielded Metal Arc Welder technical certificate of credit prepares students for jobs in the flat shielded metal arc welding specialty area. Included in the curriculum are courses with an introduction to welding, oxyfuel cutting, and shielded metal arc welding.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores: Testing is not required for entry into this technical certificate.
The Gas Tungsten ARC Welder technical certificate of credit program introduces welding technology with an emphasis on basic welding laboratory principles and operating procedures. It also provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding (GTAW).

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET COMPASS</th>
<th>N/A Reading</th>
<th>N/A Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A English</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 17

Occupational Courses | Credit Hours
---------------------|-----------------|
WLD 100              | Introduction to Welding Technology 6
WLD 101              | Oxyfuel Cutting 4
WLD 110              | Gas Tungsten Arc Welding (GTAW/MIG) 4
XXX xxx              | Elective ** 3

Overhead Shielded Metal Arc Welder – 5BU1
The Overhead Shielded Metal Arc Welder technical certificate of credit prepares students for jobs in the overhead shielded metal arc welding specialty area. Included in the curriculum are courses in various types of welding such as horizontal, vertical, and overhead shielded metal arc welding.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores: Testing is not required for entry into this technical certificate.

Other conditions for admission: Students must complete Flat Shielded Metal Arc Welder technical certificate before beginning this program.

CURRICULUM
Credits required for graduation: 18

Occupational Courses | Credit Hours
---------------------|-----------------|
WLD 105              | SMAW II (Horizontal Position) 6
WLD 106              | SMAW III (Vertical Position) 6
WLD 107              | SMAW IV (Overhead Position) 6
Pipe Welder – ADW1
The Pipe Welder technical certificate of credit prepares students for jobs in the pipe welding specialty area. Included in the curriculum are courses in advanced gas tungsten arc welding, fabrication practices, and pipe welding.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Reading</td>
<td>49 Reading</td>
</tr>
<tr>
<td>33 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>31 Numerical Skills</td>
<td>19 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: Must graduate Welding and Joining Technology diploma program before entering this technical certificate.

CURRICULUM
Credits required for graduation: 15

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 150 Advance Gas Tungsten Arc Welding</td>
<td>5</td>
</tr>
<tr>
<td>WLD 151 Fabrication Practices</td>
<td>5</td>
</tr>
<tr>
<td>WLD 152 Pipe Welding</td>
<td>5</td>
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</table>
PROGRAM DESCRIPTIONS - PROFESSIONAL SERVICES

APRIL MCDUFFIE – DEAN OF PROFESSIONAL SERVICES

ASSOCIATES OF APPLIED SCIENCE

DEGREE PROGRAMS

Criminal Justice Technology – CJ03
Culinary Arts Degree – CUL3
Drafting Technology – DR03
Early Childhood Care and Education – OO03
Fire Science Technology – FSN3
Printing and Graphics Technology – PG03

DIPLOMA PROGRAMS

Cosmetology – CS02
Criminal Justice Technology – CJ02
Culinary Arts – CUL4
Drafting Technology – DR02
Early Childhood Care and Education – OO02
Environmental Horticulture – EH02
Firefighter/EMT – FFE2
Fire Science Technology – FSN2
Printing and Graphics Technology – PG02

TECHNICAL CERTIFICATES OF CREDIT

Commercial Truck Driving – TU01*

Cosmetology
Cosmetic Esthetician – CES1
Nail Technician – NAP1

Criminal Justice Technology
Correctional Officer Specialist – COR1
Law Enforcement Level I – LEL1
Criminal Justice Specialist – CJS1
Introduction to Corrections – ICR1
Introduction to Law Enforcement – ILE1

Culinary Arts
Catering Specialist – CTG1
Certified Dietary Manager – CD11
Culinary Arts Line Cook – CAF1
Culinary Nutrition Assistant – CUU1
Culinary Nutrition Manager – SNM1

Drafting Technology
3D Animation Specialist – ANS1
AutoCAD User – ACU1

Early Childhood Care and Education
Child Care manager – EC01
Child Development Associate – CDA1
Child Development Specialist – CDE1

Environmental Horticulture
Horticulture Maintenance Technician – HMO1
Land Surveying Technician – SUP1
Landscaping Specialist – 5AE1

Fire Science Technology
Fire Fighter I – FFI1
Fire Fighter II – FFG1
Fire Officer Level I – FOC1
Fire Officer I – Advanced – FOD1
Fire Officer II – FOE1

Printing and Graphics Technology
Advanced Publication Design – APD1
Basic Publication Design – BPD1

* Stand Alone Technical Certificate of Credit
CRIMINAL JUSTICE TECHNOLOGY – CJ03

THE DEGREE PROGRAM

The Criminal Justice Technology, Associate of Applied Science degree program is a sequence of courses that prepares students for criminal justice system 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 of Applied Science 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, investigatory, and police administration fields.

Associate Degree Admission Requirements

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>Verbal</td>
<td>480 Verbal</td>
</tr>
<tr>
<td>Math</td>
<td>410 Math</td>
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</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 98

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>ENG 1105 Technical Communications</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPC 1101 Public Speaking</td>
<td>(5)</td>
</tr>
<tr>
<td>ECO 1101 Principles of Economics</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1111 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1100 Quantitative Skills and Reasoning</td>
<td>(6)</td>
</tr>
<tr>
<td>PSY 1101 Introduction to Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice Technology</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 103 Corrections</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 104 Principles of Law Enforcement</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 105 Criminal Procedure</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 168 Criminal Law</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 202 Constitutional Law</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 207 Juvenile Justice</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 209 Criminal Justice Technology</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 212 Ethics in Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx Electives **</td>
<td>20</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

CRIMINAL JUSTICE TECHNOLOGY – CJ02

THE DIPLOMA PROGRAM

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, investigatory, and police administration fields.
Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>70</td>
</tr>
<tr>
<td>English</td>
<td>23</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>26</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
</tr>
<tr>
<td>Verbal</td>
<td>430</td>
</tr>
<tr>
<td>Math</td>
<td>400</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other Conditions for Admission: None

CURRICULUM  
Credits required for graduation: 73

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics 5</td>
</tr>
<tr>
<td>PSY 1010</td>
<td>Basic Psychology 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice Technology 5</td>
</tr>
<tr>
<td>CRJ 103</td>
<td>Corrections 5</td>
</tr>
<tr>
<td>CRJ 104</td>
<td>Principles of Law Enforcement 5</td>
</tr>
<tr>
<td>CRJ 105</td>
<td>Criminal Procedure 5</td>
</tr>
<tr>
<td>CRJ 168</td>
<td>Criminal Law 5</td>
</tr>
<tr>
<td>CRJ 202</td>
<td>Constitutional Law 5</td>
</tr>
<tr>
<td>CRJ 207</td>
<td>Juvenile Justice 5</td>
</tr>
<tr>
<td>CRJ 209</td>
<td>Criminal Justice Technology Practicum/Internship 5</td>
</tr>
<tr>
<td>CRJ 212</td>
<td>Ethics in Criminal Justice 5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Electives ** 10</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.
** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

Correctional Officer Specialist – COR1
The Correctional Officer Specialist technical certificate of credit program is to support a specialized need of the criminal justice professional by providing reliable, trained professionals for employment in corrections and law enforcement organizations. Learning opportunities develop academic, occupational and professional knowledge and skills required for job acquisition, retention, and advancement. This program emphasizes a combination of Criminal Justice theory and practical applications necessary for successful employment. Graduates will be prepared to pursue entry-level positions in the corrections field.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A Reading</td>
<td>N/A Reading</td>
</tr>
<tr>
<td>N/A English</td>
<td>N/A Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

CURRICULUM  
Credits required for graduation: 18

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 103</td>
<td>Corrections 5</td>
</tr>
<tr>
<td>CRJ 170</td>
<td>Orientation to Corrections 4</td>
</tr>
<tr>
<td>CRJ 171</td>
<td>Corrections Operations Practices 9</td>
</tr>
</tbody>
</table>

Law Enforcement Technician Level 1 – LEL1
The Law Enforcement Level I technical certificate of credit program will prepare interested area residents for an entry-level career in Law Enforcement as well as enhancing the knowledge, skills and career promotional prospects for those currently in the law enforcement career field.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

**CURRICULUM**  
*Credits required for graduation: 25*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101 Introduction to Criminal Justice Technology</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 104 Principles of Law Enforcement</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 105 Criminal Procedure</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 202 Constitutional Law</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 206 Criminology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Criminal Justice Specialist – CJS1**
The purpose of the Criminal Justice Specialist technical certificate of credit is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills and attitudes necessary for success in an entry-level position in a criminal justice agency.

**PROGRAM REQUIREMENTS**

Required Age: 16  
High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**  
*Credits required for graduation: 18*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 103 Corrections</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 175 Report Writing in Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 212 Ethics in Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 190 Marksmanship and Firearms Familiarization</td>
<td>3</td>
</tr>
</tbody>
</table>

**Introduction to Law Enforcement – ILE1**
The Introduction to Law Enforcement technical certificate of credit is designed to prepare students for careers in the law enforcement profession. The emphasis is placed on the principles of law enforcement, criminal law, incident & report writing, and marksmanship and firearms familiarization.

**PROGRAM REQUIREMENTS**

Required Age: 18  
High School Diploma or GED Required: No

Minimum Test Scores: Testing is not required for entry into this technical certificate.

**CURRICULUM**  
*Credits required for graduation: 18*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 104 Principles of Law Enforcement</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 168 Criminal Law</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 175 Report Writing in Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>CRJ 190 Marksmanship and Firearms Familiarization</td>
<td>3</td>
</tr>
</tbody>
</table>
THE DEGREE PROGRAM
The Culinary Arts Degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application 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.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
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<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None
CULINARY ARTS – CUL4

THE DIPLOMA PROGRAM
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 and practical application 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.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>33 Numerical Skills</td>
<td>22 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading
75 English
75 Math

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 92

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development 3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 100</td>
<td>Professionalism in Culinary Arts 3</td>
</tr>
<tr>
<td>CUL 110</td>
<td>Food Services Safety and Sanitation 3</td>
</tr>
<tr>
<td>CUL 114</td>
<td>American Regional Cuisine 5</td>
</tr>
<tr>
<td>CUL 112</td>
<td>Principles of Cooking 6</td>
</tr>
<tr>
<td>CUL 137</td>
<td>Nutritional Food and Menu Mgmt 3</td>
</tr>
<tr>
<td>CUL 127</td>
<td>Banquet Preparation and Presentation 4</td>
</tr>
<tr>
<td>CUL 130</td>
<td>Pantry/Hors D’ Oeuvres/Canapés 5</td>
</tr>
<tr>
<td>CUL 116</td>
<td>Food Service Purchasing and Control 3</td>
</tr>
<tr>
<td>CUL 121</td>
<td>Baking Principles I 5</td>
</tr>
<tr>
<td>CUL 122</td>
<td>Baking Principles II 5</td>
</tr>
<tr>
<td>CUL 129</td>
<td>Front of the House Service 3</td>
</tr>
<tr>
<td>CUL 132</td>
<td>Garde Manager 5</td>
</tr>
<tr>
<td>CUL 133</td>
<td>Food Service Leadership and Decision Making 5</td>
</tr>
<tr>
<td>MSD 103</td>
<td>Leadership (5)</td>
</tr>
<tr>
<td>CUL 215</td>
<td>Contemporary Cuisine I 5</td>
</tr>
<tr>
<td>CUL 220</td>
<td>Contemporary Cuisine II 5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
<tr>
<td>CUL 216</td>
<td>Practicum/Internship I 11</td>
</tr>
<tr>
<td>CUL 124</td>
<td>Restaurant and Hotel Baking (6)</td>
</tr>
<tr>
<td>CUL 224</td>
<td>International Cuisine I (6)</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES
Catering Specialist – CTG1
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 REQUIREMENTS**

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET COMPASS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
<td></td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
<td></td>
</tr>
<tr>
<td>33 Numerical Skills</td>
<td>22 Numerical Skills</td>
<td></td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
<td></td>
</tr>
</tbody>
</table>

Other Conditions for Admission: Yes. Students must complete the Culinary Nutrition Specialist program before enrollment to this program.

**CURRICULUM**

**Credits required for graduation: 48**

**Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 110</td>
<td>Safety, Sanitation, and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>CUL 112</td>
<td>Principles of Cooking</td>
<td>6</td>
</tr>
<tr>
<td>CUL 114</td>
<td>American Regional Cuisine</td>
<td>5</td>
</tr>
<tr>
<td>CUL 121</td>
<td>Baking Principles I</td>
<td>5</td>
</tr>
<tr>
<td>CUL 122</td>
<td>Baking Principles II</td>
<td>5</td>
</tr>
<tr>
<td>CUL 127</td>
<td>Banquet Preparation and Presentation</td>
<td>4</td>
</tr>
<tr>
<td>CUL 130</td>
<td>Pantry, Hors D’ Oeuvres and Canapés</td>
<td>5</td>
</tr>
<tr>
<td>CUL 132</td>
<td>Garde Manager</td>
<td>5</td>
</tr>
<tr>
<td>CUL 215</td>
<td>Contemporary Cuisine I</td>
<td>5</td>
</tr>
<tr>
<td>CUL 220</td>
<td>Contemporary Cuisine II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Certified Dietary Manager – CD11**

Dietary managers are trained at managing dietary operations. Many work in healthcare/nursing facilities, rehab facilities, senior living communities or hospitals. Some work in correctional facilities, schools and the military, others work for corporations. Dietary Managers are trained and qualified to manage menus, food purchasing, and food preparation; and to apply nutrition principles, document nutrition information, ensure food safety, manage work teams, and much more. This program helps prepare students for the National Restaurant Association ServSafe Sanitation Certification and the National Dietary Managers Association Certified Dietary Managers Certification.

**PROGRAM REQUIREMENTS**

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET COMPASS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Reading</td>
<td>46 Reading</td>
<td></td>
</tr>
<tr>
<td>31 English</td>
<td>15 Writing</td>
<td></td>
</tr>
<tr>
<td>29 Numerical Skills</td>
<td>17 Numerical Skills</td>
<td></td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
<td></td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

**CURRICULUM**

**Credits required for graduation: 30**

**Occupational Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 100</td>
<td>Professionalism in Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CUL 110</td>
<td>Safety, Sanitation, and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>CUL 112</td>
<td>Principles of Cooking</td>
<td>6</td>
</tr>
<tr>
<td>CUL 121</td>
<td>Baking Principles I</td>
<td>5</td>
</tr>
<tr>
<td>CUL 130</td>
<td>Pantry, Hors D’ Oeuvres and Canapés</td>
<td>5</td>
</tr>
</tbody>
</table>

161
Culinary Nutrition Assistant – CUU1

The Culinary Nutrition Assistant technical certificate of credit program is designed to provide basic sanitation and safety skills, cooking and prep skills, and employment skills. Completers of this program work as institutional food service prep cook/helpers.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: No

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Reading</td>
<td>49 Reading</td>
</tr>
<tr>
<td>32 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>31 Numerical Skills</td>
<td>19 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

**CURRICULUM**

*Credits required for graduation: 20*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 110</td>
<td>Safety, Sanitation, and Equipment</td>
</tr>
<tr>
<td>CUL 112</td>
<td>Principles of Cooking</td>
</tr>
<tr>
<td>CUL 137</td>
<td>Nutritional Food and Menu Mgmt</td>
</tr>
<tr>
<td>CUL 117</td>
<td>Intro to Culinary Nutrition</td>
</tr>
<tr>
<td>EMP1000</td>
<td>Interpersonal Relations and Professional Development</td>
</tr>
</tbody>
</table>

Culinary Nutrition Manager – SNM1

This program is designed to provide leadership and nutrition management skills necessary to oversee institutional food services. Topics include purchasing and food control, service, supervisory skills, nutrition and menu development, and computer skills.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>31 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: Yes. Successful completion of the Culinary Nutrition Assistant certificate or 3 years industry within a institutional food service environment and possess good sanitation knowledge and skills.
THE DEGREE PROGRAM
The Drafting Technology, Associate of Applied Science degree program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting. Graduates of the program receive a Drafting Technology, Associate of Applied Science degree.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

| CPE |
| 75 Reading | 75 English | 75 Math |

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 96

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101 Composition and Rhetoric</td>
<td>5</td>
</tr>
<tr>
<td>ENG 2130 American Literature</td>
<td>5</td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101 Introduction to Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPC 1101 Public Speaking</td>
<td>(5)</td>
</tr>
<tr>
<td>MAT 1111 College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1112 College Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1113 Pre-Calculus</td>
<td>(5)</td>
</tr>
<tr>
<td>PHY 1110 Introductory Physics</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PHY 1111 Mechanics</td>
<td>(5)</td>
</tr>
<tr>
<td>PSY 1101 Introduction to Psychology</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>XXX 11xx Social Science</td>
<td>(5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDF 100 Drafting Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>DDF 101 Introduction to Drafting</td>
<td>(6)</td>
</tr>
<tr>
<td>DDF 102 Size and Shape Description I</td>
<td>5</td>
</tr>
<tr>
<td>DDF 107 Introduction to CAD</td>
<td>6</td>
</tr>
<tr>
<td>DDF 111 Intermediate CAD</td>
<td>6</td>
</tr>
<tr>
<td>DDF 112 3D Drawing and Modeling</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

Students will choose one of the following specialties:

**Mechanical**

| DDF 103 Size and Shape Description II | 5 |
| DDF 105 Auxiliary Views | 3 |
| DDF 106 Fasteners | 6 |
| DDF 108 Intersections and Development | 5 |
| DDF 109 Assembly Drawings I | 5 |
| XXX xxx Electives ** | 5 |

**Architectural**

| DDS 203 Surveying I | 3 |
| OR |
| DDS 204 Estimating | (3) |
| DDS 205 Residential Architectural Drawing I | 6 |
| DDS 207 Mechanical Systems in Architecture | 3 |
| DDS 208 Residential Architectural Drawing II | 6 |
| XXX xxx Electives ** | 11 |

* The student’s actual curriculum may vary somewhat from the outline above.
** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DIPLOMA PROGRAM
The Drafting Technology diploma program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>37 Algebra</td>
<td>28 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 77

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1013</td>
<td>Algebraic Concepts</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1015</td>
<td>Geometry and Trigonometry</td>
<td>5</td>
</tr>
</tbody>
</table>

Occupational Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDF 100</td>
<td>Drafting Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>(6)</td>
</tr>
<tr>
<td>DDF 101</td>
<td>Introduction to Drafting</td>
<td>5</td>
</tr>
<tr>
<td>DDF 102</td>
<td>Size and Shape Description I</td>
<td>5</td>
</tr>
<tr>
<td>DDF 107</td>
<td>Introduction to CAD</td>
<td>6</td>
</tr>
<tr>
<td>DDF 111</td>
<td>Intermediate CAD</td>
<td>6</td>
</tr>
<tr>
<td>DDF 112</td>
<td>3-D Drawing and Modeling</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose from one of the following areas of specializations

Mechanical Drafting Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDF 103</td>
<td>Size and Shape Description II</td>
<td>5</td>
</tr>
<tr>
<td>DDF 105</td>
<td>Auxiliary Views</td>
<td>3</td>
</tr>
<tr>
<td>DDF 106</td>
<td>Fasteners</td>
<td>6</td>
</tr>
<tr>
<td>DDF 108</td>
<td>Intersections and Development</td>
<td>5</td>
</tr>
<tr>
<td>DDF 109</td>
<td>Assembly Drawings I</td>
<td>5</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Electives **</td>
<td>3</td>
</tr>
</tbody>
</table>

Architectural Drafting Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDS 203</td>
<td>Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td>DDS 204</td>
<td>Estimating</td>
<td>3</td>
</tr>
<tr>
<td>DDS 205</td>
<td>Residential Architectural Drawing I</td>
<td>6</td>
</tr>
<tr>
<td>DDS 207</td>
<td>Mechanical Systems for Architecture</td>
<td>3</td>
</tr>
<tr>
<td>DDS 208</td>
<td>Residential Architectural Drawing II</td>
<td>6</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Electives **</td>
<td>9</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES

3D Animation Specialist - ANS1 *
The 3D Animation Specialist technical certificate of credit program will provide entry-level expertise in architectural visualization and animation and the use of modern visualization software and hardware. This certificate goes beyond the existing diploma and provides additional and advanced skills to the graduate.
PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>37 Algebra</td>
<td>28 Algebra</td>
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</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 37

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDF 107 Introduction to CAD</td>
<td>6</td>
</tr>
<tr>
<td>DDF 120 Introduction to Animation</td>
<td>6</td>
</tr>
<tr>
<td>DDF 125 Digital Lighting</td>
<td>6</td>
</tr>
<tr>
<td>DDF 133 Introduction to 3D Studio Max or Viz</td>
<td>6</td>
</tr>
<tr>
<td>DDF 135 Materials for 3D Modeling</td>
<td>6</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>VCM 136 Digital Photo Editing</td>
<td>4</td>
</tr>
</tbody>
</table>

* Imbedded in diploma & Degree programs

AutoCAD User – ACU1
The AutoCAD User technical certificate of credit program is designed to provide a shorter training program for updating AutoCAD skills. It provides quick and concise training.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 18

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>DDF 107 Introduction to CAD</td>
<td>6</td>
</tr>
<tr>
<td>DDF 111 Intermediate CAD</td>
<td>6</td>
</tr>
<tr>
<td>DDF 112 3-D Drawing and Modeling</td>
<td>6</td>
</tr>
</tbody>
</table>
EARLY CHILDHOOD CARE AND EDUCATION – OO03

THE DEGREE PROGRAM
The Early Childhood Care and Education, Associate of Applied Science degree program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care with a specialization in one of the following areas: paraprofessional, exceptionalities, Family Childcare Provider, Infant and Toddler, School Age and Youth Care, or program management.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
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<td>CPE</td>
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<tr>
<td>75 Reading</td>
<td>75 English</td>
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Other conditions for admission: None

CURRICULUM
Credits required for graduation: 110

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric 5</td>
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<tr>
<td>ENG 2130</td>
<td>American Literature 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities (5)</td>
</tr>
<tr>
<td>ENG 1105</td>
<td>Technical Communications 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking (5)</td>
</tr>
<tr>
<td>MAT 1101</td>
<td>Mathematical Modeling 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 1111</td>
<td>College Algebra (5)</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology 5</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Introduction to Sociology 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>XXX 11xx</td>
<td>General Core Elective ** (5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Introduction to Early Childhood Care and Education 5</td>
</tr>
<tr>
<td>ECE 1030</td>
<td>Human Growth and Development I 5</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety, and Nutrition 5</td>
</tr>
<tr>
<td>ECE 1012</td>
<td>Curriculum Development 3</td>
</tr>
<tr>
<td>ECE 1013</td>
<td>Art for Children 3</td>
</tr>
<tr>
<td>ECE 1014</td>
<td>Music and Movement 3</td>
</tr>
<tr>
<td>ECE 2115</td>
<td>Language Arts and Literature 5</td>
</tr>
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<td>ECE 2116</td>
<td>Math and Science 5</td>
</tr>
<tr>
<td>ECE 1021</td>
<td>Early Childhood Care and Education Practicum I 3</td>
</tr>
<tr>
<td>ECE 1022</td>
<td>Early Childhood Care and Education Practicum II 3</td>
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<tr>
<td>ECE 2010</td>
<td>Exceptionalities 5</td>
</tr>
<tr>
<td>ECE 2020</td>
<td>Social Issues and Family Involvement 5</td>
</tr>
<tr>
<td>ECE 2240</td>
<td>Early Childhood Care and Education Internship 12</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>

AND

Completion of One Specialization

EXCEPTIONALITIES

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2260</td>
<td>Characteristics of Young Children with Exceptionalities 5</td>
</tr>
<tr>
<td>ECE 2262</td>
<td>Classroom Strategies and Intervention 5</td>
</tr>
<tr>
<td>ECE 2264</td>
<td>Exploring Your Role in the Exceptional Environment 5</td>
</tr>
</tbody>
</table>

OR
### FAMILY CHILDCARE PROVIDER

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2142</td>
<td>Family Child Care Program Management 5</td>
</tr>
<tr>
<td>ECE 2144</td>
<td>Family Child Care Business Management 5</td>
</tr>
<tr>
<td>ECE xxx</td>
<td>Elective ** 5</td>
</tr>
</tbody>
</table>

**OR**

### INFANT AND TODDLER

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2132</td>
<td>Infant/Toddler Development 5</td>
</tr>
<tr>
<td>ECE 2134</td>
<td>Infant/Toddler Group Care 5</td>
</tr>
<tr>
<td>ECE 2136</td>
<td>Infant/Toddler Curriculum 5</td>
</tr>
</tbody>
</table>

**OR**

### PARAPROFESSIONAL

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2030</td>
<td>Human Growth and Development II 5</td>
</tr>
<tr>
<td>ECE 2110</td>
<td>Methods and Materials 5</td>
</tr>
<tr>
<td>ECE 2120</td>
<td>Professional Practices and Classroom Management 5</td>
</tr>
</tbody>
</table>

**OR**

### PROGRAM MANAGEMENT

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2170</td>
<td>Program Administration 5</td>
</tr>
<tr>
<td>ECE 2210</td>
<td>Facility Management 5</td>
</tr>
<tr>
<td>ECE 2220</td>
<td>Personnel Management 5</td>
</tr>
</tbody>
</table>

**OR**

### SCHOOL AGE AND YOUTH CARE

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1052</td>
<td>Early Adolescent Development 5</td>
</tr>
<tr>
<td>ECE 2251</td>
<td>Designing Program and Environments for School Age Children and Youth 4</td>
</tr>
<tr>
<td>ECE xxx</td>
<td>Elective ** 6</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

---

### EARLY CHILDHOOD CARE AND EDUCATION – OO02

**THE DIPLOMA PROGRAM**

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider.

**Diploma Admission Requirements**

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit. Applicants who do not possess a high school diploma or GED must pass the Ability to Benefit Test.

- Present acceptable ASSET, SAT, ACT or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**

- Required Age: 16
- High School Diploma or GED Required: Yes
- Minimum Test Scores:
  - **ASSET**
    - Reading: 38
    - English: 35
    - Numerical Skills: 35
    - Algebra: N/A
  - **COMPASS**
    - Reading: 70
    - Writing: 23
    - Numerical Skills: 26
    - Algebra: N/A
  - **ACT**
    - Verbal: 18
    - Math: 16
  - **SAT**
    - Verbal: 430
    - Math: 400
  - **CPE**
    - Reading: 75
    - English: 75
    - Math: 75

**Other conditions for admission**: None
**CURRICULUM**  
*Credits required for graduation: 73*

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development 3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Introduction to Early Childhood Care and Education 5</td>
</tr>
<tr>
<td>ECE 1030</td>
<td>Human Growth and Development I 5</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety, and Nutrition 5</td>
</tr>
<tr>
<td>ECE 1012</td>
<td>Curriculum Development 3</td>
</tr>
<tr>
<td>ECE 1013</td>
<td>Art for Children 3</td>
</tr>
<tr>
<td>ECE 1014</td>
<td>Music and Movement 3</td>
</tr>
<tr>
<td>ECE 2115</td>
<td>Language Arts and Literature 5</td>
</tr>
<tr>
<td>ECE 2116</td>
<td>Math and Science 5</td>
</tr>
<tr>
<td>ECE 1021</td>
<td>Early Childhood Care and Education Practicum I 3</td>
</tr>
<tr>
<td>ECE 1022</td>
<td>Early Childhood Care and Education Practicum II 3</td>
</tr>
<tr>
<td>ECE 2020</td>
<td>Social Issues and Family Involvement 5</td>
</tr>
<tr>
<td>ECE 2240</td>
<td>Early Childhood Care and Education Internship 12</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

**Decisions regarding the selection of electives are made by the student after consultation with the instructor.

**TECHNICAL CERTIFICATES**

**Child Care Manager - EC01**

The Child Care Manager technical certificate of credit program provides training for individuals who desire professional knowledge but do not attend the regular diploma program. Graduates are to be competent in the areas of interpersonal relations, introduction to child development, first aid and nutrition, social issues and day care administration.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>39 Reading</td>
<td>73 Reading</td>
</tr>
<tr>
<td>36 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>36 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

---

**CURRICULUM**  
*Credits required for graduation: 23*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Introduction to Early Childhood Care and Education 5</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety, and Nutrition 5</td>
</tr>
<tr>
<td>ECE 2020</td>
<td>Social Issues and Family Involvement 5</td>
</tr>
<tr>
<td>ECE 2170</td>
<td>Program Administration 5</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development 3</td>
</tr>
</tbody>
</table>

**Child Development Associate - CDA1**

The purpose of the Child Development Associate I technical certificate of credit program is to provide a credential that is acceptable to two federally funded, local employers- Head Start and Moody AFB Child Development Center. It also will provide an intake mechanism to encourage successful completers to continue with the ECCE diploma and perhaps degree program.

**PROGRAM REQUIREMENTS**

Required Age: 18

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>38 English</td>
<td>38 Writing</td>
</tr>
<tr>
<td>31 Numerical Skills</td>
<td>19 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: ECE 1010, ECE 1030, ECE 1050, 480 clock hours of work experience within last 60 months with young children and/or ECE 1021, ECE 1022, and ECE 2240

---

**CURRICULUM**  
*Credits required for graduation: 19*

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Introduction to Early Childhood Care and Education 5</td>
</tr>
<tr>
<td>ECE 1030</td>
<td>Human Growth and Development I 5</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety, and Nutrition 5</td>
</tr>
<tr>
<td>ECE 1025</td>
<td>Professionalism through CDA Certificate Preparation 2</td>
</tr>
<tr>
<td>ECE 1026</td>
<td>CDA Certificate Assessment Preparation 2</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
Child Development Specialist - CDE1
The purpose of this technical certificate is to provide the
necessary skills for entry-level employment as a Child Development Specialist. Skill areas include planning a
safe and healthy learning environment, steps to advance children’s physical and intellectual development,
positive ways to support children’s social and emotional development; strategies to establish productive relationships
with families, strategies to manage an effective program operation, professionalism; observing and recording
children’s behavior, and principles of child growth and development.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th></th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>38</td>
<td>49</td>
</tr>
<tr>
<td>English</td>
<td>35</td>
<td>15</td>
</tr>
<tr>
<td>Numerical Skills</td>
<td>31</td>
<td>22</td>
</tr>
<tr>
<td>Algebra</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 21

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1010</td>
<td>Introduction to Early Childhood Care and Education</td>
</tr>
<tr>
<td>ECE 1030</td>
<td>Human Growth and Development I</td>
</tr>
<tr>
<td>ECE 1050</td>
<td>Health, Safety, and Nutrition</td>
</tr>
<tr>
<td>ECE 1012</td>
<td>Curriculum Development</td>
</tr>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
</tr>
<tr>
<td>OR</td>
<td>Early Childhood Care and Education Practicum I</td>
</tr>
</tbody>
</table>
**THE DIPLOMA PROGRAM**

The Environmental Horticulture diploma program is a sequence of courses that prepares students for careers in environmental 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. Graduates of the program receive an Environmental Horticulture diploma which qualifies them as a horticulturist.

**Diploma Admission Requirements**

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit. Applicants who do not possess a high school diploma or GED must pass the Ability to Benefit Test.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Not required for program admission, but required prior to graduation from program.

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 Reading</td>
<td>53 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

**CURRICULUM**

Credits required for graduation: 78

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHO 100 Horticulture Science</td>
<td>5</td>
</tr>
<tr>
<td>EHO 101 Woody Ornamental Plant Identification</td>
<td>6</td>
</tr>
<tr>
<td>EHO 102 Herbaceous Plant Identification</td>
<td>5</td>
</tr>
<tr>
<td>EHO 103 Greenhouse Operations</td>
<td>3</td>
</tr>
<tr>
<td>EHO 104 Basic Landscape Construction</td>
<td>4</td>
</tr>
<tr>
<td>EHO 105 Nursery Production</td>
<td>4</td>
</tr>
<tr>
<td>EHO 106 Landscape Design</td>
<td>5</td>
</tr>
<tr>
<td>EHO 107 Landscape Installation</td>
<td>3</td>
</tr>
<tr>
<td>EHO 108 Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>EHO 112 Landscape Management</td>
<td>5</td>
</tr>
<tr>
<td>EHO 114 Garden Center Management</td>
<td>3</td>
</tr>
<tr>
<td>EHO 115 Environmental Horticulture Internship</td>
<td>3</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>XXX xxx Electives **</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suggested Electives</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHO 125 Plant Propagation</td>
<td>5</td>
</tr>
<tr>
<td>EHO 131 Irrigation</td>
<td>5</td>
</tr>
<tr>
<td>EHO 133 Turfgrass Management</td>
<td>5</td>
</tr>
<tr>
<td>EHO 151 Seasonal Color Management</td>
<td>5</td>
</tr>
<tr>
<td>EHO 159 Professional Organizations Certification Review</td>
<td>3</td>
</tr>
<tr>
<td>EHO 162 Greenhouse Management II</td>
<td>6</td>
</tr>
<tr>
<td>EHO 172 Floral Design</td>
<td>4</td>
</tr>
<tr>
<td>EHO 173 Floral Design II</td>
<td>5</td>
</tr>
<tr>
<td>EHO 175 Interiorscaping</td>
<td>5</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

**TECHNICAL CERTIFICATES**

**Horticulture Maintenance Technician – HM01**

The Horticulture Maintenance Technician technical certificate of credit program prepares the student to perform routine horticultural maintenance procedures including proper pruning, fertilization, integrated pest management and mowing practices. The certificate will provide knowledge and skills necessary for successful employment in the maintenance area of the environmental horticulture industry.
PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 Reading</td>
<td>53 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 26

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHO 100 Horticulture Science</td>
<td>5</td>
</tr>
<tr>
<td>EHO 101 Woody Ornamental Plant Identification</td>
<td>6</td>
</tr>
<tr>
<td>EHO 108 Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>EHO 112 Landscape Management</td>
<td>5</td>
</tr>
<tr>
<td>EHO 133 Turfgrass Management</td>
<td>5</td>
</tr>
</tbody>
</table>

Land Surveying Technician – SUP1

The Land Surveying Technician technical certificate of credit program is intended to produce graduates who are prepared for employment as Land Surveying Technicians in organizations that conduct land surveying activities.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 19

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR 101 Forest Safety and Orientation</td>
<td>1</td>
</tr>
<tr>
<td>FOR 116 Introduction to Surveying and Mapping I</td>
<td>4</td>
</tr>
<tr>
<td>FOR 117 Introduction to Surveying and Mapping II</td>
<td>3</td>
</tr>
<tr>
<td>FOR 121 Applied Surveying and Mapping I</td>
<td>3</td>
</tr>
<tr>
<td>FOR 122 Applied Surveying and Mapping II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

Landscape Specialist – 5AE1

The Landscape Specialist technical certificate of credit program was designed to provide knowledge and skills necessary for successful employment in the landscape division of environmental horticulture industry. Students will be trained in landscape management, design, and installation. Plant identification, pest control, and horticulture science are courses necessary for landscape specialist.

PROGRAM REQUIREMENTS

Required Age: 16
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 29

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHO 100 Horticulture Science</td>
<td>5</td>
</tr>
<tr>
<td>EHO 101 Woody Ornamental Plant Identification</td>
<td>6</td>
</tr>
<tr>
<td>EHO 107 Landscape Installation</td>
<td>3</td>
</tr>
<tr>
<td>EHO 108 Pest Management</td>
<td>5</td>
</tr>
<tr>
<td>EHO 112 Landscape Management</td>
<td>5</td>
</tr>
<tr>
<td>XXX xxx Electives **</td>
<td>5</td>
</tr>
</tbody>
</table>

* Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DEGREE PROGRAM
The Fire Science Technology, Associate of Applied Science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to an Associate of Applied Science Degree in Fire Science.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Compass</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
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</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 103

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>Composition and Rhetoric 5</td>
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<tr>
<td>ENG 2130</td>
<td>American Literature 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HUM 1101</td>
<td>Introduction to Humanities (5)</td>
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<tr>
<td>ENG 1105</td>
<td>Technical Communications 5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPC 1101</td>
<td>Public Speaking (5)</td>
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<tr>
<td>MAT 1111</td>
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<td>OR</td>
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<tr>
<td>MAT 1100</td>
<td>Quantitative Skills and Reasoning (6)</td>
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<tr>
<td>PSY 1101</td>
<td>Introduction to Psychology 5</td>
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<td>OR</td>
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<tr>
<td>SOC 1101</td>
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<td>XXX 11xx</td>
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<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>FSC 101</td>
<td>Introduction to Fire Science 5</td>
</tr>
<tr>
<td>FSC 110</td>
<td>Fire Administration Supervision and Leadership 5</td>
</tr>
<tr>
<td>FSC 121</td>
<td>Fire Fighting Strategy and Tactics 5</td>
</tr>
<tr>
<td>FSC 132</td>
<td>Fire Service Instructor 5</td>
</tr>
<tr>
<td>FSC 141</td>
<td>Hazardous Material Operation 5</td>
</tr>
<tr>
<td>FSC 151</td>
<td>Fire Prevention and Inspection 5</td>
</tr>
<tr>
<td>FSC 161</td>
<td>Fire Service Safety and Loss Control 5</td>
</tr>
<tr>
<td>FSC 201</td>
<td>Fire Administration-Management 5</td>
</tr>
<tr>
<td>FSC 210</td>
<td>Fire Service Hydraulics 5</td>
</tr>
<tr>
<td>FSC 220</td>
<td>Fire Protection Systems 5</td>
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<td>FSC 230</td>
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<td>FSC 241</td>
<td>Incident Command 5</td>
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<td>FSC 270</td>
<td>Fire/Arson Investigation 5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Elective ** 5</td>
</tr>
</tbody>
</table>

* The student's actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DIPLOMA PROGRAM
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. Completion of the program of study leads to a diploma in Fire Science.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.

- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 18
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 86

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development 3</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I 5</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC 101</td>
<td>Introduction to Fire Science 5</td>
</tr>
<tr>
<td>FSC 110</td>
<td>Fire Administration Supervision and Leadership 5</td>
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<tr>
<td>FSC 121</td>
<td>Fire Fighting Strategy and Tactics 5</td>
</tr>
<tr>
<td>FSC 132</td>
<td>Fire Service Instructor 5</td>
</tr>
<tr>
<td>FSC 141</td>
<td>Hazardous Materials Operation 5</td>
</tr>
<tr>
<td>FSC 151</td>
<td>Fire Prevention and Inspection 5</td>
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<td>FSC 161</td>
<td>Fire Service Safety and Loss Control 5</td>
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<tr>
<td>FSC 201</td>
<td>Fire Administration/Management 5</td>
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<td>FSC 210</td>
<td>Fire Service Hydraulics 5</td>
</tr>
<tr>
<td>FSC 220</td>
<td>Fire Protection Systems 5</td>
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<tr>
<td>FSC 230</td>
<td>Fire Service Building Construction 5</td>
</tr>
<tr>
<td>FSC 241</td>
<td>Incident Command 5</td>
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<tr>
<td>FSC 270</td>
<td>Fire/Arson Investigation 5</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers 3</td>
</tr>
<tr>
<td>XXX xxx</td>
<td>Elective ** 5</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.

TECHNICAL CERTIFICATES
Fire Fighter I - FFI1
The Fire Fighter I Technical Certificate is a sequence of courses that prepares students for a career in the Fire Science profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The technical certificate emphasizes a combination of fire science technology theory and practical application necessary for successful employment. Graduates receive a technical certificate for Fire Fighter I. This is the first technical certificate in the ladder approach to a diploma or degree in Fire Science Technology.
**PROGRAM REQUIREMENTS**

**Required Age:** 16

**High School Diploma or GED Required:** Yes

**Minimum Test Scores:**

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
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<tr>
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<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
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<td>N/A Algebra</td>
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**Other conditions for admission:** None

**CURRICULUM**

**Credits required for graduation:** 19

<table>
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<th>Occupational Courses</th>
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<td>FSC 103</td>
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<tr>
<td>FSC 104</td>
<td>4</td>
</tr>
<tr>
<td>FSC 141</td>
<td>5</td>
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</tbody>
</table>

**Fire Fighter II – FFG1**

The Fire Fighter II Technical Certificate of credit program is a sequence of courses that prepares students for a career in the Fire Science profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The technical certificate emphasizes a combination of fire science technology theory and practical application necessary for successful employment. Graduates receive a technical certificate for Fire Fighter II.

**PROGRAM REQUIREMENTS**

**Required Age:** 16

**High School Diploma or GED Required:** Yes

**Minimum Test Scores:**

<table>
<thead>
<tr>
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<td>N/A English</td>
<td>N/A Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
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<td>N/A Algebra</td>
<td>N/A Algebra</td>
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**Other conditions for admission:** None

**CURRICULUM**

**Credits required for graduation:** 25

<table>
<thead>
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<th>Occupational Courses</th>
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</thead>
<tbody>
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<tr>
<td>FSC 110</td>
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</tr>
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<td>FSC 121</td>
<td>5</td>
</tr>
<tr>
<td>FSC 132</td>
<td>5</td>
</tr>
<tr>
<td>FSC 161</td>
<td>5</td>
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</tbody>
</table>

**Fire Officer I – Advanced – FOD1**

The Fire Officer I – Advanced technical certificate of credit program is designed to prepare students for a career as a supervisor with a fire department. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The certificate will provide new supervisors with the skills necessary to be an effective leader within a department.
PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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<tbody>
<tr>
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<td>N/A Reading</td>
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<td>N/A English</td>
<td>N/A Writing</td>
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<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
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<tr>
<td>N/A Algebra</td>
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</table>

Other conditions for admission: None

CURRICULUM

Credits required for graduation: 25

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>FSC 141 Hazardous Materials Operation</td>
<td>5</td>
</tr>
<tr>
<td>FSC 151 Fire Prevention and Inspection</td>
<td>5</td>
</tr>
<tr>
<td>FSC 201 Fire Administration-Management</td>
<td>5</td>
</tr>
<tr>
<td>FSC 210 Fire Service Hydraulics</td>
<td>5</td>
</tr>
<tr>
<td>FSC 220 Fire Protection Systems</td>
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</tbody>
</table>

Fire Officer II – FOE1

The Fire Officer II technical certificate of credit is designed to prepare students for a career as a supervisor with a fire department. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The certificate will provide new supervisors with the skills necessary to be an effective leader within a fire department.

PROGRAM REQUIREMENTS

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
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<tbody>
<tr>
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<td>N/A Reading</td>
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<td>N/A English</td>
<td>N/A Writing</td>
</tr>
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<td>N/A Numerical Skills</td>
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Other conditions for admission: None

CURRICULUM

Credits required for graduation: 20

<table>
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<tbody>
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<td>FSC 241 Incident Command</td>
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<tr>
<td>FSC 260 Fire Science Information Management</td>
<td>5</td>
</tr>
<tr>
<td>FSC 270 Fire/Arson Investigation</td>
<td>5</td>
</tr>
</tbody>
</table>
THE DIPLOMA PROGRAM
The Firefighter/EMT Diploma Program is designed to prepare graduates for success in a fire and emergency medical service environment.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present documentation of high school graduation or satisfaction of High School Equivalency Certificate requirements
- Present acceptable SAT, ACT and CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading 38</td>
<td>Reading 70</td>
</tr>
<tr>
<td>English 35</td>
<td>Writing 23</td>
</tr>
<tr>
<td>Numerical Skills 35</td>
<td>Numerical Skills 26</td>
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<tr>
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<td>N/A Algebra</td>
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<tr>
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<td>SAT Verbal 430</td>
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<tr>
<td>Math 16</td>
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</table>

CPE
75 Reading 75 English 75 Math

Other conditions for admission: None

CURRICULUM
Credits required for graduation: 86

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Occupational Courses</th>
<th>Credit Hours</th>
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<td>EMP 1101</td>
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<td>ENG 1010</td>
<td>EMS 1103</td>
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<td>MAT 1012</td>
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<td>EMS 1113</td>
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<td></td>
<td>EMS 1115</td>
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<td></td>
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<td>EMS 1203</td>
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<td></td>
<td>EMS 1205</td>
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<td></td>
<td>EMS 1207</td>
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<td>FSC 105</td>
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<td>FSC 106</td>
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<td>FSC 161</td>
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</tr>
<tr>
<td></td>
<td>SCT 100</td>
<td>3</td>
</tr>
</tbody>
</table>

* The student’s actual curriculum may vary somewhat from the outline above.

** Decisions regarding the selection of electives are made by the student after consultation with the instructor.
THE DIPLOMA PROGRAM
The Cosmetology program combines classroom instruction and practical salon experience to prepare students to enter the ever-changing field of cosmetology. Major emphasis is placed on the latest techniques of styling, shaping, permanent waving and coloring. In addition, instruction focuses on the basics of skin care and nail technology.

Students are provided extensive experience in the school’s beauty salon which is designed and equipped similarly to the most modern commercial salons. Practical work begins using mannequins with students progressing to provide a complete range of beauty services to salon patrons.

Related instruction includes applied chemistry, anatomy and physiology, personality development and salon management. Personal hygiene and sanitation are emphasized throughout the course of study.

Successful completion of the 1500-hour program qualifies the graduate to take the Georgia State Cosmetology Board Examination which leads to a Master Cosmetologist License.

Diploma Admission Requirements
Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
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<tr>
<td>ACT SAT</td>
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</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

Other Conditions for Admission: None

CURRICULUM
Credits required for graduation: 82

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000 Interpersonal Relations and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1010 Fundamentals of English I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 1012 Foundations of Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 100 Introduction to Cosmetology Theory</td>
<td>5</td>
</tr>
<tr>
<td>COS 101 Introduction to Permanent Waving and Relaxing</td>
<td>4</td>
</tr>
<tr>
<td>COS 103 Basic Creative Treatment of Hair, Scalp, and Skin</td>
<td>3</td>
</tr>
<tr>
<td>COS 105 Introduction to Shampooing and Styling</td>
<td>4</td>
</tr>
<tr>
<td>COS 106 Introduction to Haircutting</td>
<td>3</td>
</tr>
<tr>
<td>COS 107 Advanced Haircutting</td>
<td>2</td>
</tr>
<tr>
<td>COS 108 Permanent Waving and Relaxing</td>
<td>3</td>
</tr>
<tr>
<td>COS 109 Hair Color</td>
<td>6</td>
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<tr>
<td>COS 110 Skin, Scalp, and Hair</td>
<td>3</td>
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<tr>
<td>COS 111 Styling</td>
<td>3</td>
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<td>COS 112 Manicuring and Pedicuring</td>
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<td>COS 113 Cosmetology Practicum I</td>
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<td>COS 114 Cosmetology Practicum II</td>
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<td>COS 115 Cosmetology Practicum III</td>
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<td>COS 116 Cosmetology Practicum IV</td>
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<tr>
<td>COS 117 Salon Management</td>
<td>4</td>
</tr>
<tr>
<td>SCT 100 Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None

TECHNICAL CERTIFICATES

Cosmetic Esthetician - CES1
The Cosmetic Esthetician technical certificate of credit program is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetic stores as well as plastic surgeons’ and dermatologists’ offices.

PROGRAM REQUIREMENTS
Required Age: 17
High School Diploma or GED Required: Yes
**CURRICULUM**

**Credits required for graduation: 48**

<table>
<thead>
<tr>
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<tr>
<td>COS 100 Introduction to Cosmetology</td>
<td>5</td>
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<tr>
<td>COS 112 Manicuring and Pedicuring</td>
<td>3</td>
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<tr>
<td>COS 117 Salon Management</td>
<td>4</td>
</tr>
<tr>
<td>COS 118 Nail Care I</td>
<td>7</td>
</tr>
<tr>
<td>COS 119 Nail Care II</td>
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</table>

**Nail Technician - NAPI**

The purpose of the Nail Technician technical certificate of credit (TCC) program is to provide students with the training and skills necessary for them to become competent and productive nail technicians. This TCC meets the guidelines from the State Board of Cosmetology for a minimum of 140 theory hours and at least 540 total contact hours of training. Upon completion of this TCC, students will be proficient in the skill areas of manicuring, pedicuring, providing advanced nail technology such as the application of tips, silk wraps, gels, sculptures, overlays, fill-ins, and nail art.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Reading</td>
<td>49 Reading</td>
</tr>
<tr>
<td>31 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>32 Numerical Skills</td>
<td>21 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: None
THE DEGREE PROGRAM
The Printing and Graphics Technology Associates of Applied Science degree program prepares students for employment in a variety of positions in today’s modern printing industry. The Printing/Graphics Technology program provides learning opportunities which introduce, develop, and reinforce knowledge, skills, and attitudes required for getting a job, keeping it, and being promoted. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Printing and Graphics Technology. Graduates of the program receive a Printing and Graphics Technology degree. Employment opportunities are available throughout the service delivery area as graphic artists, press operators. During the past two years the program coordinator has received queries from an average of four service area employers each quarter with job openings. Through a very active apprenticeship program, placement has been seamless for all eligible students.

Associate Degree Admission Requirements
Applicants must meet general admissions requirements, and must also:
- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Reading</td>
<td>81 Reading</td>
</tr>
<tr>
<td>42 English</td>
<td>62 Writing</td>
</tr>
<tr>
<td>N/A Numerical Skills</td>
<td>N/A Numerical Skills</td>
</tr>
<tr>
<td>42 Algebra</td>
<td>37 Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

CPE
75 Reading 75 English 75 Math

*The student’s actual curriculum may vary somewhat from the outline above.

**Decisions regarding the selection of electives are made by the student after consultation with the instructor.

THE DIPLOMA PROGRAM
The Printing/Graphics Technology program prepares students for employment in a variety of positions in today’s modern printing industry. The Printing/Graphics Technology program provides learning opportunities which introduce, develop, and reinforce knowledge, skills, and attitudes required for getting a job, keeping it, and being promoted. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Printing/Graphics Technology. Graduates of the program receive a Printing/Graphics Technology degree. Employment opportunities are available throughout the service delivery area as graphic artists, press operators. During the past two years the program coordinator has received queries from an average of four service area employers each quarter with job openings. Through a very active apprenticeship program, placement has been seamless for all eligible students.
area as graphic artists, press operators. During the past two years the program coordinator has received queries from an average of four service area employers each quarter with job openings. Through a very active apprenticeship program, placement has been seamless for all eligible students.

**Diploma Admission Requirements**

Applicants must meet general admissions requirements, and must also:

- Present official documentation of an acceptable accredited high school diploma, GED, or acceptable college credit.
- Present acceptable SAT, ACT, or CPE scores taken within the last 60 months, or acceptable COMPASS or ASSET scores taken within the last 60 months. Documentation on a college transcript of successful completion of appropriate courses from a regionally accredited college or university may be accepted in lieu of test scores.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
<tr>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>18 Verbal</td>
<td>430 Verbal</td>
</tr>
<tr>
<td>16 Math</td>
<td>400 Math</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Reading</td>
</tr>
</tbody>
</table>

Other conditions for admission: None

**CURRICULUM**

*Credits required for graduation: 84*

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP 1000</td>
<td>Interpersonal Relations and Professional Development</td>
</tr>
<tr>
<td>ENG 1010</td>
<td>Fundamentals of English I</td>
</tr>
<tr>
<td>MAT 1012</td>
<td>Foundations of Mathematics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1130</td>
<td>Document Processing</td>
</tr>
<tr>
<td>PGT 101</td>
<td>Introduction to the Printing Industry</td>
</tr>
<tr>
<td>PGT 110</td>
<td>Digital Imaging Practicum / Internship</td>
</tr>
<tr>
<td>SCT 100</td>
<td>Introduction to Microcomputers</td>
</tr>
</tbody>
</table>

Completion of one specialization is required:

<table>
<thead>
<tr>
<th>Printing Technology Specialization</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGT 102</td>
<td>Basic Publications Design</td>
</tr>
<tr>
<td>PGT 115</td>
<td>Image Output and Preflight</td>
</tr>
<tr>
<td>PGT 128</td>
<td>Black and White Photo Manipulation and Scanning</td>
</tr>
<tr>
<td>PGT 111</td>
<td>Basic Press Operations I</td>
</tr>
<tr>
<td>XXX</td>
<td>Electives **</td>
</tr>
</tbody>
</table>

**Prepress Technology Specialization**

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGT 102</td>
</tr>
<tr>
<td>PGT 103</td>
</tr>
<tr>
<td>PGT 107</td>
</tr>
<tr>
<td>PGT 109</td>
</tr>
<tr>
<td>PGT 115</td>
</tr>
<tr>
<td>PGT 128</td>
</tr>
<tr>
<td>XXX</td>
</tr>
</tbody>
</table>

*The student’s actual curriculum may vary somewhat from the outline above.*

**TECHNICAL CERTIFICATES**

**Advanced Publication Design – APD1**

The Advanced Publication Design technical certificate of credit program will increase the knowledge and technical capabilities of individuals who desire to produce newsletters, bulletins, and other communication media, using advanced techniques use of photographs or other graphic forms. This Technical Certificate assumes either the completion of the Basic Publication Design technical certificate, or advanced knowledge based on work experience. This certificate will provide advanced training to a level of increased competence in Photo Shop, a photo and art manipulation program.

**PROGRAM REQUIREMENTS**

Required Age: 16

High School Diploma or GED Required: Yes

Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
CURRICULUM
Credits required for graduation: 18

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGT 103</td>
<td></td>
</tr>
<tr>
<td>Advanced Publications Design</td>
<td>6</td>
</tr>
<tr>
<td>PGT 107</td>
<td></td>
</tr>
<tr>
<td>Color Photo Manipulation and Scanning</td>
<td>6</td>
</tr>
<tr>
<td>PGT 128</td>
<td></td>
</tr>
<tr>
<td>Black and White Photo</td>
<td></td>
</tr>
<tr>
<td>Manipulation and Scanning</td>
<td>6</td>
</tr>
</tbody>
</table>

Basic Publication Design – BPD1
The Basic Publication Design technical certificate of credit program will be provide training to a level of competence in Quark Express, a page layout program as well as an introduction to Photo Shop, a photo and art manipulation program. The certificate will enhance the knowledge and capabilities of individuals who desire to produce newsletters, bulletins, and other communication media, using advanced techniques for page layout and use of photographs or other graphic forms.

PROGRAM REQUIREMENTS
Required Age: 16
High School Diploma or GED Required: Yes
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Reading</td>
<td>70 Reading</td>
</tr>
<tr>
<td>35 English</td>
<td>23 Writing</td>
</tr>
<tr>
<td>35 Numerical Skills</td>
<td>26 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other conditions for admission: None
COMMERCIAL TRUCK DRIVING — TU01

TECHNICAL CERTIFICATE
The Commercial Truck Driving technical certificate of credit program is a sequence of courses designed to prepare students for careers in commercial truck driving. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in the fundamentals of CTD, basic CTD operation, and advanced CTD operation which focuses on developing driving skills. Each student must receive a minimum program total of 44 hours of individual behind-the-wheel (BTW) instructional time; at least 12 hours must be spent on the range and at least 12 hours must be spent on the street/road for each student. The remaining 20 hours may be used in any combination of range and street/road BTW time. Note: State law requires that, whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

PROGRAM REQUIREMENTS
Required Age: 18
High School Diploma or GED Required: No
Minimum Test Scores:

<table>
<thead>
<tr>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Reading</td>
<td>46 Reading</td>
</tr>
<tr>
<td>29 English</td>
<td>15 Writing</td>
</tr>
<tr>
<td>29 Numerical Skills</td>
<td>17 Numerical Skills</td>
</tr>
<tr>
<td>N/A Algebra</td>
<td>N/A Algebra</td>
</tr>
</tbody>
</table>

Other Conditions for Admission: Yes. Prospective students should be advised that the Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires a Department of Transportation (DOT) physical and drug test and a satisfactory Motor Vehicle Report prior to the issuance of a commercial drivers license (CDL) or learners permit, which is required prior to beginning in-the-truck training. Further, random drug testing is required during the course of the Commercial Truck Driving program. (FMCSA Regulations 382.305 and 391, subpart E.) 18-20 year olds may take the course; however, they can only drive a commercial truck in Georgia.

CURRICULUM
Credits required for graduation: 15

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTD 101 Fundamentals of Commercial Truck Driving</td>
<td>5</td>
</tr>
<tr>
<td>CTD 102 Basic Operations</td>
<td>5</td>
</tr>
<tr>
<td>CTD 103 Advanced Operations</td>
<td>5</td>
</tr>
</tbody>
</table>
Course Descriptions

EXPLANATION OF COURSE DESCRIPTIONS

Course descriptions in this catalog are current at the time of printing. New catalogs are printed every two years. Most recent course changes are published in individual program brochures. Course descriptions for degree programs, diploma programs, and technical certificates taught at Wiregrass Georgia Technical Institute are listed on the following pages. Courses are arranged alphabetically. A three-letter prefix and course number precedes each course title. Lecture hours per week, lab hours per week and total credit hours are shown below the course titles. Prerequisites and/or co-requisites are also listed for the courses. A prerequisite must be taken before entering the course. A co-requisite may be taken concurrently while taking the course.

ACC 107 - FULL-TIME ACCOUNTING INTERNSHIP
Weekly Hours: Class - 0; Lab - 36; Credit Hours: 12
Prerequisite(s): All non-elective courses required for program completion
Corequisite(s): Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, weekly documentation or seminars and/or other projects as required by the instructor.

ACC 108 - HALF-TIME ACCOUNTING INTERNSHIP
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s): All non-elective courses required for program completion
Corequisite(s): 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, weekly documentation or seminars and/or other projects as required by the instructor.

ACC 1101 - PRINCIPLES OF ACCOUNTING I
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s): Introduces the basic 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 and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACC 1102 - PRINCIPLES OF ACCOUNTING II
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): ACC 1101
Corequisite(s): Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

ACC 1103 - PRINCIPLES OF ACCOUNTING III
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): ACC 1102
Corequisite(s): Emphasizes a fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, statement of cash flows, cost accounting, budgeting and long term liabilities. Laboratory work demonstrates theory presented in class.

ACC 1104 - COMPUTERIZED ACCOUNTING
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): ACC 1102, SCT 100
Corequisite(s): Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical application.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Weekly Hours: Class -</th>
<th>Lab -</th>
<th>Credit Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1105</td>
<td>DATABASE APPLICATIONS</td>
<td>1; Lab - 4; Credit 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): SCT 100</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Emphasizes use of database management software packages to access, manipulation, and updating; sort, index, and query functions; database program-related applications; and database management applications. Laboratory work includes theoretical and technical application.</td>
<td></td>
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<tr>
<td>ACC 1106</td>
<td>SPREADSHEET APPLICATIONS</td>
<td>1; Lab - 4; Credit 3</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): SCT 100</td>
<td></td>
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<tr>
<td></td>
<td>Provides instruction in the use of electronic spreadsheet software packages for program-related spreadsheet applications. Students become proficient in creation, modification, and combination of spreadsheet. Topics include: spreadsheet creation, data entry, data entry modification, computation using functions, and program-related spreadsheet applications.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ACC 1151</td>
<td>INDIVIDUAL TAX ACCOUNTING</td>
<td>4; Lab - 2; Credit 5</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): None</td>
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<tr>
<td></td>
<td>Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.</td>
<td></td>
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<tr>
<td>ACC 1152</td>
<td>PAYROLL ACCOUNTING</td>
<td>4; Lab - 2; Credit 5</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): ACC 1101</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 154</td>
<td>PERSONAL FINANCE</td>
<td>5; Lab - 0; Credit 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): None</td>
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<tr>
<td></td>
<td>Provides 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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 155</td>
<td>LEGAL ENVIRONMENT OF BUSINESS</td>
<td>5; Lab - 0; Credit 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): Program Admission</td>
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</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 156</td>
<td>BUSINESS TAX ACCOUNTING</td>
<td>3; Lab - 2; Credit 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Corequisite(s): ACC 1101, ACC 151</td>
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</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 157</td>
<td>INTEGRATED ACCOUNTING MANAGEMENT SYSTEMS</td>
<td>2; Lab - 8; Credit 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): ACC 1106, ACC 1103, ACC 1104, SCT 100</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 158</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>4; Lab - 4; Credit 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corequisite(s): ACC 1103</td>
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<tr>
<td></td>
<td>Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include: budgeting, capital investment decisions, price level and</td>
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</tr>
</tbody>
</table>
foreign exchange, analysis of financial statements, and internal reporting.

**ACC 2105 – DATABASE APPLICATIONS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): SCT 100
Corequisite(s):
Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.

**ACC 2167 – ACCOUNTING INTERNSHIP I**
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
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.

**ACC 2168 – ACCOUNTING INTERNSHIP II**
Weekly Hours: Class - 0; Lab - 36; Credit Hours: 12
Prerequisite(s):
Corequisite(s):
Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, weekly documentation or seminars and/or other projects as required by the instructor.

**ACC 2154 – PERSONAL FINANCE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s):
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.

**ACC 2158– MANAGERIAL ACCOUNTING**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include: budgeting, capital investment decisions, price level and foreign exchange, analysis of financial statements, and internal reporting.

**ACC 2160– ADVANCED SPREADSHEET**
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): ACC 1106
Corequisite(s):
Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

**ACC 2164 – BOOKKEEPER CERTIFICATION REVIEW**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): ACC 1106
Corequisite(s):
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.

**ACR 1000 - SAFETY**
Weekly Hours: Class - 1; Lab - 0; Credit Hours: 1
Prerequisite(s): Provisional Admission
Corequisite(s):
Provides instruction in procedures and practices necessary for safe operation of automotive collision repair facilities. Topics include: work facility safety, work facility cleanliness, safety devices, hybrid vehicle wiring, supplemental restraint systems, grade D air systems, fire prevention and safety, and environmental safety.

**ACR 1010 - AUTOMOBILE COMPONENTS IDENTIFICATION**
Weekly Hours: Class - 3; Lab - 1; Credit Hours: 3
Prerequisite(s)/Corequisite(s): Provisional Admission, ACR 1000
Corequisite(s):
Introduces the structural configuration and identification of the structural members of various automotive unibodies and frames. Topics include: unibody construction, frame types, stub frame types, body panels, and mechanical components.

**ACR 1020 - EQUIPMENT AND HAND TOOLS IDENTIFICATION**
Weekly Hours: Class - 1; Lab - 1; Credit Hours: 1  
Prerequisite(s)/Corequisite(s): Provisional Admission, ACR 1000  
Corequisite(s):  
Introduces equipment and hand tools used in automotive collision repair. Topics include: safety procedures, hand tools identification, power hand tools identification, air supply systems, and hydraulic systems.

**ACR 1040 - MECHANICAL AND ELECTRICAL SYSTEMS**
Weekly Hours: Class - 1; Lab - 3; Credit Hours: 2  
Prerequisite(s): Program Admission, ACR 1000, ACR 1010, ACR 1020  
Corequisite(s):  
Introduces various mechanical and electrical systems requiring repair of damages incurred through automobile collisions. Topics include: engine accessory systems, emission control systems, air conditioning systems, braking systems, steering column damage, engine removal and replacement sequence, lighting systems, engine wiring, power accessories systems, and restraint systems.

**ACR 1050 - BODY FIBERGLASS, PLASTIC, AND RUBBER REPAIR TECHNIQUES**
Weekly Hours: Class - 1; Lab - 7; Credit Hours: 3  
Prerequisite(s): Program Admission, ACR 1000, ACR 1010, ACR 1020  
Corequisite(s):  
Provides instruction in non-metallic auto body repair techniques. Topics include: cracked or splintered area repair, bonding agent usage, fiberglass, partial header panel and plastic body parts removal and replacement procedure, plastics identification, and Sheet Molded Compound (SMC) repairs.

**ACR 1060 - WELDING AND CUTTING**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6  
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020  
Corequisite(s):  
Introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques. Topics include: MIG welding, aluminum welding and repair, metal cutting techniques, resistance welding, unibody welding techniques, weld removal techniques, plasma arc cutting, plug welding, butt welding, lap welding, and safety procedures.

**ACR 1070 - TRIM, ACCESSORIES, AND GLASS**
Weekly Hours: Class - 1; Lab - 3; Credit Hours: 2  
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020  
Corequisite(s):  
Provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile. Topics include: interior and exterior trim, mirrors, weather stripping, stationary and non-stationary glass, interior components, fasteners, and safety procedures.

**ACR 1090 - DAMAGE IDENTIFICATION AND ASSESSMENT**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3  
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010  
Corequisite(s):  
Introduces procedures and resources used in the identification and assessment of automotive collisions damages. Topics include: assessment plan determination, damage analysis, collision estimation, service manual use, and computerized estimation.

**ACR 1100 - MINOR COLLISION REPAIR**
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 2  
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020  
Corequisite(s):  
Introduces the materials and operations required to repair minor collision damage. Topics include: pick, file, and finish procedures; body repair materials identification; body fillers usage; disc grinder procedures; safety procedures, and stud welders.

**ACR 1200 - CONVENTIONAL FRAME REPAIR**
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3  
Prerequisite(s): ACR 1000, ACR 1010 and ACR 1020  
Corequisite(s):  
Emphasizes the diagnosis, straightening, measurement, and alignment of conventional automobile and truck frames. Topics include: alignment measurement systems; damage diagnosis; equipment types and usage; frame straightening, repair, and alignment; safety precautions, and computerized damage diagnosis.

**ACR 1210 - UNIBODY IDENTIFICATION AND DAMAGE ANALYSIS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 2  
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020  
Corequisite(s):
Provides instruction in the identification and analysis of various forms of unibody damage. Topics include: collapse or buckle damage identification, sag damage identification, sideways damage identification, twist damage identification, secondary damage identification, and lift equipment usage and safety.

**ACR 124 - UNIBODY WELDING TECHNIQUES**
Weekly Hours: Class - 0; Lab - 5; Credit Hours: 2
Prerequisites (s): ACR 2240
Corequisite(s):
Provides instruction in specific welding applications in automotive collision repair. Topics include: MIG welder panel welding, plug weld collision repair, butt weld collision repair, lap weld collision repair, safety procedures, resistance welding, aluminum MIG welding, and aluminum TIG welding.

**ACR 1270 - UNIBODY SUSPENSION AND STEERING SYSTEMS**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 2
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, and ACR 1020
Corequisite(s):
Provides instruction in unibody suspension and steering system damage analysis and repair. Topics include: parallelogram suspension parts removal and replacement, rack and pinion steering system removal and replacement, damage analysis, quick check system damage determination, front end suspension equipment usage, and safety procedures.

**ACR 1280 - BOLT-ON BODY PANEL REMOVAL AND REPLACEMENT**
Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020
Corequisite(s):
Provides instruction in the removal and replacement of bolt-on automobile body panels. Topics include: hood, deck panels, and header panels removal and replacement; fender removal and installation/coining; door removal and installation; headlamp and filler panels removal and replacement; grill removal and replacement; and headlamp adjustment.

**ACR 1290 - MAJOR COLLISION REPAIR INTERNSHIP/PRACTICUM**
Weekly Hours: Class - 0; Lab - 9; Credit Hours: 3
Prerequisite(s): Completion of all required courses in the Major Collision Repair specialization
Corequisite(s):
Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

**ACR 1300 - SANDING, PRIMING, AND PAINT PREPARATION**
Weekly Hours: Class - 3; Lab - 4; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020
Corequisite(s):
Introduces the materials and procedures involved in preparing automobile bodies for refinishing. Topics include: feather edging; masking procedures; safety procedures; surface preparation; corrosion preventative application; primers, sealers, and primer surfacer applications; and spray gun operation and maintenance.

**ACR 1320 - SPECIAL REFINISHING APPLICATION**
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020, and ACR 1300
Corequisite(s):
Provides instruction in the equipment, material, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; base metals preparation and priming; equipment use and maintenance; color application; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and fiberglass, plastics, and rubber refinishing.

**ACR 150 - ADVANCED UNIBODY REPAIRS**
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite(s): Corequisite(s):
Provides advanced instruction in the repair and replacement of parts and structural panels in the unibody vehicle. Emphasis is placed on skill development through laboratory practice. Topics include: primary structure, rocker panel, center post, and panel removal and replacement.
ACR 2240 - UNIBODY MEASURING AND FIXTURING AND STRAIGHTENING SYSTEMS
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020 and ACR 1210
Corequisite(s):
Provides instruction in a variety of alignment measuring, fixtureing, and straightening systems. Topics include: universal mechanical measuring system/equipment types and usage, universal laser measuring system/safety procedures, dedicated fixture system/primary/rough and secondary damage pull, upper body panel/single pull correction, English/metric tape alignment measurement/multiple pull correction, and impact or pull stress relief.

ACR 2250 - UNIBODY STRUCTURAL PANEL REPAIR AND REPLACEMENT
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020, ACR 1060 and ACR 1210
Corequisite(s):
Provides instruction in attachment methods, proper repair and replacement of structural panels, dimensional control, areas of high stress concentration, sectional principles, and crush zones. Selection and preparation of recycled parts will be emphasized. Topics include: primary structure, rear cross member, apron and rails, trans X member, rocker, w/s posts, hinge pillar, center pillar, floor pan, spot weld removal, panel sectional cuts, and damaged panel removal and replacement.

ACR 2260 - CONVENTIONAL BODY STRUCTURAL PANEL REPAIR
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, and ACR 1020
Corequisite(s):
Introduces conventional body structural panel repair. A variety of removal and replacement techniques are emphasized. Topics include: partial or complete quarter panel removal and replacement, rocker panel removal and replacement, and center pillar post removal and replacement.

ACR 2270 - INTRODUCTION TO THE ADVANCED SHEET METAL REPAIR INDUSTRY
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): ACR 1000, ACR 1020, ACR 1050, ACR 1060, ACR 122, ACR 124
Corequisite(s):
This class teaches the proper terminology, sheet metal selection, and tools used by the Advanced Sheet Metal Repair Industry. Topics included are: advanced sheet metal repair terminology, sheet metal selection, and tools of the advanced sheet metal industry.

ACR 2272 - BENDS, CURVES AND WELD-ON PANELS
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 3
Prerequisite(s): ACR 1000, ACR 1020, ACR 1050, ACR 1060, ACR 122, ACR 124
Corequisite(s):
Provides instruction to identify and demonstrate the procedures to fabricate simple and compound bends and curves, the tools used to create them, and the proper procedures to install weld-on panels.

ACR 2274 - BODY CONSTRUCTION
Weekly Hours: Class - 1; Lab - 11; Credit Hours: 5
Prerequisite(s): ACR 1000, ACR 1020, ACR 1050, ACR 1060, ACR 122, ACR 124
Corequisite(s):
Provides instruction in identifying and performing techniques required for the construction of major body panels. The student’s performance will be assessed by written examination, and lab projects.

ACR 2276 - CHOPPING TOPS
Weekly Hours: Class - 2; Lab - 13; Credit Hours: 7
Prerequisite(s): ACR 1000, ACR 1020, ACR 1050, ACR 1060, ACR 122, ACR 124
Corequisite(s):
Provides instruction in identifying and performing the techniques required for chopping tops on custom vehicles. Topics include: knowledge of vehicle, preparation of vehicles, chop tops.

ACR 2278 - FUEL TANKS
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): ACR 1000, ACR 1020, ACR 1050, ACR 1060, ACR 122, ACR 124
Corequisite(s):
Provides instruction in identifying and performing techniques required for the construction of fuel tanks. Topics include: pattern and fabrication of a fuel tank.

ACR 2280 - FRENCHING
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): ACR 1000, ACR 1020, ACR 1050, ACR 1060, ACR 122, ACR 124
Corequisite(s):
Provides instruction in identifying and demonstrating the proper procedure for Frenching sheet metal body panels. Topics include: French in a pair of tail lights and license plate.

ACR 2282 - SECTIONING, PANCAKING AND CHANNELING
Weekly Hours: Class - 1; Lab - 11; Credit Hours: 5
Prerequisite(s): ACR 1000, ACR 1020, ACR 1050, ACR 1060, ACR 122, ACR 124
Corequisite(s):
This course provides training for students to identify and perform the techniques required for sectioning and channeling custom vehicles. The student will be assessed by written examination and lab projects.

**ACR 2340 - URETHANE ENAMELS REFINISHING APPLICATION**

Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1010, ACR 1020, and ACR 1300
Corequisite(s):
Provides instruction in the equipment, material, and techniques used in the application of urethane enamels paint. Emphasis will be placed on automotive refinishing procedures. Topics include: safety; paint identification; base metals preparation and priming; equipment use and maintenance; base coat/clear coat application; color application of solid and metallic finishes; original finish sealing; panel and spot repair and blending; thinners, reducers, and additives; and tri-coat finishing.

**ACR 2350 - TINT AND MATCH COLORS**

Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1020 and ACR 1300
Corequisite(s):
Introduces methods and techniques used in the process of color matching and production. Topics include: tinting methods, gun techniques, variables adjustments, color flip-flop determination and correction, and reduction procedures.

**ACR 2360 - DETAILING**

Weekly Hours: Class - 1; Lab - 4; Credit Hours: 2
Prerequisite(s)/Corequisite(s): ACR 1000, ACR 1020
Corequisite(s):
Introduces the methods and techniques used in detailing a refinished automotive surface. Topics include: finish analysis, color sanding, polishes and glazes, cleaning vehicle, and decal and stripes.

**ACR 2370 - PAINT AND REFINISHING INTERNSHIP**

Weekly Hours: Class - 0; Lab - 9; Credit Hours: 3
Prerequisite(s): Completion of all required courses in Paint and Refinish specialization
Corequisite(s):
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; detailing; and employability skills.

**ACT 100 - REFRIGERATION FUNDAMENTALS**

Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

**ACT 101 - PRINCIPLES AND PRACTICES OF REFRIGERATION**

Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s)/Corequisite(s): ACT 100
Corequisite(s):
Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools; piping practices; service valves; leak testing; refrigerant recovery, recycling, and reclamation; evacuation; charging; and safety.

**ACT 102 - REFRIGERATION SYSTEMS COMPONENTS**

Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s)/Corequisite(s): ACT 100, ACT 101
Corequisite(s):
Provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

**ACT 103 - ELECTRICAL FUNDAMENTALS**

Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

**ACT 104 - ELECTRIC MOTORS**

Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACT 103
Corequisite(s):
Continues the development of 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.

**ACT 105 - ELECTRICAL COMPONENTS**
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ACT 103
Corequisite(s):
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

**ACT 106 - ELECTRIC CONTROL SYSTEMS AND INSTALLATION**
Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACT 105
Corequisite(s):
Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

**ACT 107 - AIR CONDITIONING PRINCIPLES**
Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8
Prerequisite(s)/Corequisite(s): ACT 102, ACT 106, MAT 1012
Corequisite(s):
Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: types of AC systems, heat-load calculation, properties of air, psychometrics, duct design, air filtration, and safety principles.

**ACT 108 - AIR CONDITIONING SYSTEMS AND INSTALLATION**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s)/Corequisite(s): ACT 107
Corequisite(s):
Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, split-systems, add-on-systems, packaged systems, and safety.

**ACT 109 - TROUBLESHOOTING AIR CONDITIONING SYSTEMS**
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s)/Corequisite(s): ACT 108, ENG 1010
Corequisite(s):
Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

**ACT 110 - GAS HEATING SYSTEMS**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): ACT 102, ACT 106, MAT 1012
Corequisite(s):
Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

**ACT 111 - HEAT PUMPS AND RELATED SYSTEMS**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s)/Corequisite(s): ACT102 ACT 106
Corequisite(s):
Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include: installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety.

**ACT 200 - DESIGN AND APPLICATION OF LIGHT COMMERCIAL AIR CONDITIONING**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACT 109, ACT 111
Corequisite(s):
Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

**ACT 201 - LIGHT COMMERCIAL AIR CONDITIONING CONTROL SYSTEMS**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACT 200
Corequisite(s):
Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

**ACT 202 - LIGHT COMMERCIAL AIR CONDITIONING SYSTEMS OPERATION**
Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8
Prerequisite(s)/Corequisite(s): ACT 200
Corequisite(s):
Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations,
refrigeration components, energy management, codes, and safety.

**ACT 203 - LIGHT COMMERCIAL AIR CONDITIONING INTERNSHIP/PRACTICUM**

Weekly Hours: Class - 0; Lab - 36; Credit Hours: 12
Prerequisite(s)/Corequisite(s): All non-elective courses
Corequisite(s):
Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of commercial refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Light Commercial Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

**ACT 204 - RESIDENTIAL SYSTEMS DESIGNS**

Weekly Hours: Class - 4; Lab - 9; Credit Hours: 8
Prerequisite(s)/Corequisite(s): ACT 111
Corequisite(s):
Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

**ACT 205 - GEORGIA STATE AND LOCAL RESIDENTIAL AIR CONDITIONING CODES**

Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACT 203
Corequisite(s):
Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

**ACT 206 - AIR DISTRIBUTION SYSTEMS FOR RESIDENTIAL AIR CONDITIONING**

Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s):
Corequisite(s):
Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

**ACT 207 - LIGHT RESIDENTIAL AIR CONDITIONING INTERNSHIP/PRACTICUM**

Weekly Hours: Class - 0; Lab - 36; Credit Hours: 12
Prerequisite(s):
Corequisite(s):
Provides students with occupation-based instruction that applies learned skills to actual work experiences. Topics include: application of residential refrigeration knowledge and skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance. The Residential Air Conditioning Internship/Practicum is implemented through student internship in an approved occupational setting or through student work in an occupational practicum. Written individualized training plans, written performance evaluations, and required integrative experiences are used to implement this course.

**ACT 208 - COMMERCIAL REFRIGERATION DESIGN**

Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACT 109, ACT 111
Corequisite(s):
Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

**ACT 209 - COMMERCIAL REFRIGERATION APPLICATION**

Weekly Hours: Class - 4; Lab - 8; Credit Hours: 8
Prerequisite(s)/Corequisite(s): ACT 206
Corequisite(s):
Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

**ACT 210 - TROUBLESHOOTING AND SERVICING COMMERCIAL REFRIGERATION**

Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ACT 206, ACT 207
Corequisite(s):
Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

**AHS 1010 - INTRODUCTION TO ANATOMY AND PHYSIOLOGY**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
This course focus provides a basic study of structure and function of the human body. This course includes
an overview of each body system with an emphasis on homeostasis. Medical terminology related to body structure and function is taught as an integral part of the course. Topics include: introduction to medical terms describing the human body and an overview of structure and function of the human body.

**AHS 1011 - ANATOMY AND PHYSIOLOGY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s): AHS 109
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.

**AHS 1015 - BASIC INORGANIC CHEMISTRY**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): MAT 1012
Corequisite(s):
Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include: laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic laws of chemistry.

**AHS 102 - DRUG CALCULATION AND ADMINISTRATION**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): MAT 1012
Corequisite(s):
Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

**AHS 103 - NUTRITION AND DIET THERAPY**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): Provisional Admission
Corequisite(s):
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

**AHS 104 - INTRODUCTION TO HEALTH CARE**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
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: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control, and blood/air-borne pathogens.

**AHS 109 - MEDICAL TERMINOLOGY FOR ALLIED HEALTH SCIENCES**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: word origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, and terminology specific to the student’s field of study.

**AHS 1126 - HEALTH SCIENCE PHYSICS**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 1100, MAT 1101, MAT 1111, or MAT 1113
Corequisite(s):
This course introduces the student to the basic laws of physics, with specific applications for health science students. Topics include: Basic Newtonian mechanics, static and dynamic fluid concepts, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.

**AHS 1127 - HEALTH SCIENCES CHEMISTRY**
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): Program Admission level math achievement
Corequisite(s):
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, organic and biochemistry.

**AMF 152 - MANUFACTURING - ORGANIZATIONAL PRINCIPLES**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): ENG 096 or ENG 097, or entrance English score in accordance with approved TCSG admission score levels; RDG 096 and RDG 097, or entrance reading score in accordance with approved TCSG admission score levels; and MAT 096 and MAT 097, or entrance math score in accordance with approved TCSG admission score levels.
Corequisite(s):
Provides an overview of the functional and structural composition of manufacturing organizations. Topics include: manufacturing/consumer connection, manufacturing operational types, structure of manufacturing organizations, manufacturing business principles, and types of manufacturing processes.

AMF 154 - MANUFACTURING WORKPLACE SKILLS
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisites/Corequisite: AMF 152
Corequisite(s):
Provides the knowledge and skills needed to succeed in the manufacturing environment. Topics include: listening, working together, change management, stress management, personal wellness, decision making, and job interview skills and creating a positive image.

AMF 156 - MANUFACTURING PRODUCTION REQUIREMENTS
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s)/Corequisite(s): AMF 152
Corequisite(s):
Provides the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include: world class manufacturing, tools for excellence, and statistical process control.

AMF 158 - AUTOMATED MANUFACTURING SKILLS
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s)/Corequisite(s): AMF 152
Corequisite(s):
Provides an introduction into computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include: basic mechanics, mechanical systems, hand tools, power tools, industrial controls, electrical safety, hydraulic systems, pneumatic systems, troubleshooting principles, and computers and automation principles.

AMF 160 - REPRESENTATIVE MANUFACTURING SKILLS
Weekly Hours: Class - 6; Lab - 0; Credit Hours: 6
Prerequisite(s)/Corequisite(s): AMF 152
Corequisite(s):
Provides an introduction to representative manufacturing skills and associated safety requirements. Topics include: plant safety, materials movement equipment, precision measurements for manufacturing, and blueprint reading.

ART 1101 - ART APPRECIATION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ENG 1101 with a grade of “C” or better.
Corequisite(s):
Explores the analysis of well-known works of visual arts, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include: the re-creative critical process, the themes of art, the formal elements of design, and the placing of art in the historical context, writing analysis, practice, revision, and research about a work of visual arts. Topics include: historical and cultural development represented in visual arts; contributions in visual arts; and communications skills.

AUT 120 - INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety procedures; legal/ethical responsibilities; measurement; machining; hand tools; and shop organization, management, and work flow systems.

AUT 122 - ELECTRICAL AND ELECTRONIC SYSTEMS
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): AUT 120
Corequisite(s):
Introduces automotive electricity. Topics include: general electrical system diagnosis; lighting system diagnosis and repair; gauges, warning devices, and driver information system diagnosis and repair; horn and wiper/washer diagnosis and repair; and accessories diagnosis and repair.

AUT 124 - BATTERY, STARTING AND CHARGING SYSTEMS
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AUT 122
Corequisite(s):
Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include: battery diagnosis and service; starting system diagnosis and repair; charging system diagnosis and repair.
AUT 126 - ENGINE PRINCIPLES OF OPERATION AND REPAIR
Weekly Hours: Class - 3; Lab - 9; Credit Hours: 6
Prerequisite(s)/Corequisite(s): AUT 120
Corequisite(s):
Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include: general 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.

AUT 128 - FUEL, IGNITION, AND EMISSION SYSTEMS
Weekly Hours: Class - 5; Lab - 6; Credit Hours: 7
Prerequisite(s): AUT 122, 124, and 126
Corequisite(s):
Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair, and service for vehicles with carburetion and fuel injection systems. Topics include: general engine diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; engine related service.

AUT 130 - AUTOMOTIVE BRAKE SYSTEMS
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AUT 122
Corequisite(s):
Introduces Brake systems theory and its application to automotive systems. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.

AUT 132 - SUSPENSION AND STEERING SYSTEMS
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s): AUT 122
Corequisite(s):
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: steering systems diagnosis and repair; suspension systems diagnosis and repair; wheel alignment diagnosis, adjustment and repair; wheel and tire diagnosis and repair.

AUT 134 - DRIVELINES
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 4
Prerequisite(s): AUT 122
Corequisite(s):
Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline 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.

AUT 138 - MANUAL TRANSMISSION/TRANSAXLE
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AUT 122
Corequisite(s):
Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxle diagnosis and repair.

AUT 140 - ELECTRONIC ENGINE CONTROL SYSTEMS
Weekly Hours: Class - 6; Lab - 3; Credit Hours: 7
Prerequisite(s): AUT 101
Corequisite(s):
Introduces concept of electronic engine control. Topics include: computerized engine controls diagnosis and repair; intake air temperature controls; early fuel evaporation (intake manifold temperature) controls; evaporative emissions controls.

AUT 142 - CLIMATE CONTROL SYSTEMS
Weekly Hours: Class - 5; Lab - 3; Credit Hours: 6
Prerequisite(s): AUT 122
Corequisite(s):
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.

AUT 144 - INTRODUCTION TO AUTOMATIC TRANSMISSIONS
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AUT 122
Corequisite(s):
Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include: general transmission and transaxle diagnosis; transmission and transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair.
AUT 210 - AUTOMATIC TRANSMISSION REPAIR
Weekly Hours: Class - 5; Lab - 6; Credit Hours: 7
Prerequisite(s): AUT 144
Corequisite(s):
Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include: removal, disassembly, and reinstallation; oil pump and converter; gear train, shafts, bushings and case; friction and reaction units.

AUT 212 - ADVANCED ELECTRONIC TRANSMISSION DIAGNOSIS
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s)/Corequisite(s): AUT 210
Corequisite(s):
Introduces automatic transmission hydraulic/mechanical, and electronic diagnosis and repair. Topics include: electronically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis and repair.

AUT 214 - ADVANCED ELECTRONIC CONTROLLED BRAKE SYSTEM DIAGNOSIS
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AUT 130
Corequisite(s):
Introduces anti-lock Brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: general Brake and anti-lock Brake systems diagnosis and testing, light truck rear anti-lock Brake system, four-wheel anti-lock Brake system locations, components, and operation.

AUT 216 - ADVANCED ELECTRONIC CONTROLLED SUSPENSION AND STEERING SYSTEMS
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AUT 132
Corequisite(s):
Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include: electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.

AUT 218 - ADVANCED ELECTRONIC ENGINE CONTROL SYSTEMS
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AUT 140
Corequisite(s):
Introduces On-Board Diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring technology, diagnostic trouble code definitions, and essentials of advanced driveability diagnosis and data interpretation using a scanner. Topics include: OBD II standards; monitoring capabilities; OBD II diagnostics; OBD II terms.

AUT 220 - AUTOMOTIVE TECHNOLOGY INTERNSHIP
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s)/Corequisite(s): AUT 128
Corequisite(s):
Provides student work experience in the occupational environment. Topics include: application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

BAF 100 - INTRODUCTION TO BANKING AND FINANCE
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Introduces the student to the history, documents, and operational functions of the banking industry. Topics include: history, documents, operations, specialized services and electronic banking.

BAF 113 - MONEY AND BANKING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Emphasizes the relevance of monetary instruments, intermediaries, and the central banks as they impact local, state, national, and international economics. Topics include: history and evolution of financial institutions; monetary instruments and flow; and central banking, operation, and policies.

BAF 114 - BANK BUSINESS AND INFORMATION SYSTEMS
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): MAT 1011 (diploma); MAT 1100 (degree)
Corequisite(s):
Emphasizes basic calculator, teller terminal, proof machine, and financial computer use. Topics include: introduction to types of equipment, calculators, teller machines, proof machines, and financial computers.

BAF 115 - FINANCIAL MANAGEMENT AND COUNSELING
Weekly Hours: Class - 4; Lab - 1; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s):
Provides knowledge and applications in the management of personal and consumer finance. Topics include: record
keeping, budgeting, credit principles, investment principles, and forecasting.

**BAF 132 - BANKING AND FINANCE O.B.I. I**
Weekly Hours: Class - 0; Lab - 15; Credit Hours: 5
Prerequisite(s): BAF 100, ENG 1010, Program Admission
Corequisite(s):
Introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of banking and finance techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

**BAF 133 - BANKING AND FINANCE O.B.I. II**
Weekly Hours: Class - 0; Lab - 15; Credit Hours: 5
Prerequisite(s): BAF 132
Corequisite(s):
Focuses on the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of banking and finance techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

**BAF 200 - FINANCE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ACC 1101
Corequisite(s):
Provides knowledge and application of the concepts of free and mutual markets, capitalism, wealth creation from technology innovation, risk concepts, accounting and economic balance sheets, income statements, sources and uses statement, trend analysis and market value, simple and compound interest, the time value of money, present value, future value, and net present value, internal rate of return, capital budgeting decisions, e-technology application/financial value, stockholder equity, book value, dividend policy, debt and equity, corporate growth, global finance, annuities, capital structure, financial leverage, and risk.

**BAF 205 - REAL ESTATE FINANCE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Emphasizes the real estate industry including the mortgage industry, economic concepts behind real estate, real estate law concepts, amortization, maturity mismatch, flexible loan insurance, regulations, loan origination, loan processing, real estate appraisals, disclosure, title insurance, foreclosure, mortgage backed securities, technology application in real estate, R.E.I.T.s, interest rate analysis, collateralized securities, qualifying ratios, pass-throughs, market feasibility, zoning, environmental impact, options, capitalization rates, and land use.

**BAF 210 - CONTEMPORARY BANK MANAGEMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): BAF 100
Corequisite(s):
Provides knowledge and application of the principles of bank management, bank services, bank technology, currency acts and regulations, bank holding companies, correspondent banking, affiliated banks, bank stock valuation, asset-liability management and risk, returns and margins, bank liquidity, composition of deposits and loans, customer service, bank leadership, global bank management, interest sensitive gap management, bank balance sheets, income statement, and sources and uses statement, portfolio immunization, the Federal Reserve Bank, pricing of deposits and loans, deposit services, proper bank behavior, bank lending policies, and management of the banks equity capital position.

**BAF 215 - WEB-BASED BANKING AND FINANCE**
Weekly Hours: Class - 2; Lab - 7; Credit Hours: 5
Prerequisite(s): BAF 100, SCT 100
Corequisite(s):
Introduces the student to the origins of virtual banking, the new Web-O-Nomics (a concentration economy), converging technologies, digital value chains, and hands-on Web Bank and Financial Services account set-up. Topics include: amorphing of Financial Services, student Web site assignments/navigation, networking, icons, gateways, I.S.P.N.s, Internet bandwidth consideration, R.A.M., R.O.M., and N.V.I memories, making recurring Web payments, Web new account set-up, Web brokering, Web bank regulations, bank security, technology resources, data warehouses, digital currency, rich information exchange, b-web partnering, universal standards, TCP/IP protocol, H.T.M.L. and Java network significance, performance and fidelity, S.S.L. encrypting, adding new functionality to financial services, accounting software review, and multiple case studies.
BFM 103 – FUNDAMENTALS OF STRUCTURAL MAINTENANCE
Weekly Hours: Class – 2; Lab – 8; Credit Hours: 6
Prerequisite: MAT 1012
Corequisite(s): None
Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing.

BFM 105 – FUNDAMENTALS OF PLUMBING
Weekly Hours: Class – 2; Lab – 4; Credit Hours: 3
Prerequisite: MAT 1012
Corequisite(s): None
Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

BIO 1111 - BIOLOGY I
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Provides an introduction to basic biological concepts. Topics include: classification of plants and animals, cell theory, cell structure, plant and animal tissues and organs, nutritional requirements of plants and animals, energy metabolism, and use of basic biology laboratory techniques and equipment.

BIO 1112 - BIOLOGY II
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): BIO 1111
Corequisite(s):
This a second part of a ten hour sequence. This course provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development. As well as, the dynamics of ecology as it pertains to populations, communities, ecosystems and biosphere. Topics include: principles of evolution; classification and characterizations of organisms; plant structure and function; animal structure and function; principles of ecology; and biosphere. Laboratory experience supports classroom learning.

BIO 2113 - ANATOMY AND PHYSIOLOGY I
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): ENG 1101
Corequisite(s):
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, the integumentary system, the skeletal system, the muscular system, the respiratory system, the digestive system, and the urinary system. Laboratory experience supports classroom learning.

BIO 2114 - ANATOMY AND PHYSIOLOGY II
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): BIO 2113
Corequisite(s):
Continues the study of the anatomy and physiology of the human body. Topics include: the endocrine system; cardiovascular system; the blood and lymphatic system; immune system; respiratory system; digestive system; urinary system; and reproductive system. Laboratory experience supports classroom learning.

BIO 2117 - INTRODUCTORY MICROBIOLOGY
Weekly Hours: Class - 3; Lab - 4; Credit Hours: 5
Prerequisite(s): BIO 2111 or BIO 2113
Corequisite(s):
Provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include: microbial diversity; microbial cell biology; microbial genetics; interactions and impact of microorganisms and humans; microorganisms and human disease; and laboratory skills.

BUS 102 - INTERMEDIATE DOCUMENT PROCESSING
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s): BUS 1130
Corequisite(s):
Continues the development of keyboarding speed and accuracy with further mastery of correct keyboarding techniques. Students attain a minimum typing speed of 40 words per minute with a maximum of 5 errors on a 5 minute timed keyboarding test. Topics include: building speed and accuracy, formatting and producing business documents, language arts, and proofreading. Laboratory practice parallels class instruction.

BUS 103 - ADVANCED DOCUMENT PROCESSING
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s): BUS 102, ENG 1010
Corequisite(s):
Continues the development of keyboarding speed and accuracy with mastery of complex document production. Students attain a minimum typing speed of 50 words per minute with a maximum of 5 errors on a 5 minute timed keyboarding test. Topics include: building speed and accuracy, integrated projects/applications, decision making,
language arts, and proofreading. Laboratory practice parallels class instruction.

**BUS 115 - INTRODUCTION TO MEDICAL INSURANCE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): AHS 109
Corequisite(s): AHS 1011
This course is designed to increase efficiency and streamline administrative procedures for insurance coding and billing. Topics include: documentation in the medical record, diagnostic code selections, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

**BUS 1100 - INTRODUCTION TO KEYBOARDING**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): None
Corequisite(s): This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

**BUS 1120 - BUSINESS DOCUMENT PROOFREADING AND EDITING**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): BUS 1130, ENG 1010 or ENG 1101
Corequisite(s): Emphasizes proper proofreading and editing as applied to business documents. Topics include: applying proofreading techniques and proofreader’s marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

**BUS 1130 - DOCUMENT PROCESSING**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): Ability to key at least 25 wpm or BUS 1100
Corequisite(s): SCT 100
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.

**BUS 1140 - WORD PROCESSING**
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): SCT 100
Corequisite(s): Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: equipment and supplies maintenance and usage, work area management, word processing software, and productivity.

**BUS 1150 - DATABASE APPLICATIONS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): SCT 100
Corequisite(s): Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: data entry, data access, data manipulation, database creation, and file documentation.

**BUS 1160 - DESKTOP PUBLISHING**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): SCT 100
Corequisite(s): Emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include: DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.

**BUS 1170 - ELECTRONIC COMMUNICATION APPLICATIONS**
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): SCT 100
Corequisite(s): Provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, and wireless/mobile computing and emerging technologies.

**BUS 1200 - MACHINE TRANSCRIPTION**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): BUS 1130, ENG 1010, SCT 100
Corequisite(s): Emphasizes transcribing mailable documents from dictation using a word processor software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

**BUS 1240 - OFFICE PROCEDURES**
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): SCT 100
Corequisite(s): Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office...
equipment, office mail, references, records management, and travel and meeting arrangements.

**BUS 1300 - INTRODUCTION TO BUSINESS**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Introduces organization and management concepts of the business world. Topics include business organization, enterprise management, marketing management and financial management.

**BUS 157 - ELECTRONIC CALCULATORS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): None
Corequisite(s):
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.

**BUS 158 - LEGAL TERMINOLOGY**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the elements of legal terminology. Emphasis is placed on building familiarity with legal words that apply to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and general legal terms.

**BUS 203 - OFFICE MANAGEMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): BUS 1240
Corequisite(s):
Provide students with an overview of management concepts, styles, and skills. Topics include: Management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

**BUS 2110 - ADVANCED WORD PROCESSING**
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): BUS 1140
Corequisite(s):
Provides instruction in advanced word processing. Topics include: advanced word processing concepts and applications, and proofreading.

**BUS 2120 - SPREADSHEET APPLICATIONS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): SCT 100
Corequisite(s):
Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet creation, data entry, entry modification, computation using functions, charts and graphs, and printing.

**BUS 2130 - ADVANCED SPREADSHEET APPLICATIONS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): BUS 2120
Corequisite(s):
Provides a study of the advanced features of creating and modifying electronic spreadsheets. Topics include integration with other applications, using templates, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, formatting data, using analysis tools, and collaborating with workgroups.

**BUS 2150 - PRESENTATION APPLICATIONS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): SCT 100
Corequisite(s):
This course provides a study of creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation.

**BUS 217 - LEGAL PROCEDURES I**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): BUS 102, ENG 1010, BUS 158
Corequisite(s):
Introduces office procedures practiced by the legal secretary. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office procedures. Specific topics covered include legal office duties, the courts and court documents, litigation, criminals, wills, probate, real estate, corporations, family law, and non-court documents.

**BUS 218 - LEGAL PROCEDURES II**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): BUS 217, ENG 1012
Corequisite(s):
A continuation of office procedures practiced by the legal secretary. Topics include: legal terminology, transcription, preparation of legal documents and correspondence, client and financial records maintenance, ethics, and legal office procedures. Specific topics covered include legal office procedures, the courts and court documents,
litigation, criminals, family law, wills, probate, real estate, corporations, and non-court documents.

**BUS 2200 - OFFICE ACCOUNTING**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
Introduces fundamental concepts of accounting. Topics include: accounting equation, debits, credits, journalizing, posting and proving ledger, accounts receivable, accounts payable, and payroll. Both manual and computerized concepts are taught.

**BUS 2210 - APPLIED OFFICE PROCEDURES**
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): BUS 1130, BUS 1240, BUS 1140, BUS 2120.
Corequisite(s): BUS 2200 or ACC 1101, BUS 1120, BUS 1170
This course focuses on applying knowledge and skills learned in all 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.

**BUS 2240 - BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP I**
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s): Successful completion of all required coursework
Corequisite(s):
Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business and Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUS 2250 - BUSINESS ADMINISTRATIVE ASSISTANT INTERNSHIP II**
Weekly Hours: Class - 0; Lab - 36; Credit Hours: 12
Must be in last quarter of program. With advisor approval, may take concurrently with last quarter courses.
Corequisite(s):
Provides student work experience in an off-campus business office. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Office Technology program faculty and/or persons designated to coordinate work experience arrangements.

**BUS 227 - LEGAL DOCUMENT PROCESSING/TRANSCRIPTION**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): BUS 102, BUS 108, BUS 217, ENG 1012
Corequisite(s):
Provides experience in legal machine transcription working with the most frequently used legal reports. Topics include: equipment and supplies maintenance and usage, work station management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

**BUS 230 - POWERPOINT**
Weekly Hours: Class - 1; Lab - 8; Credit Hours: 5
Prerequisite(s): None (SCT 100 recommended)
Corequisite(s):
Emphasizes an intensive use of presentation graphics software (PowerPoint) to create presentations that will be delivered over a variety of media. This course will cover all for the competencies needed for the Microsoft PowerPoint Expert Specialist Certification.

**BUS 2300 - MEDICAL TERMINOLOGY**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

**BUS 2310 - ANATOMY AND TERMINOLOGY FOR THE MEDICAL ADMINISTRATIVE ASSISTANT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Introduces the structure and function of the human body including medical terminology. Topics include: body structures, body functions, and medical terminology.

**BUS 2320 - MEDICAL DOCUMENT PROCESSING/TRANSCRIPTION**
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s): BUS 1130, ENG 1010, BUS 2300 or AHS109, AHS 1010 or AHS101 or BUS2310
Corequisite(s):
Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.
BUS 2330 - ADVANCED MEDICAL DOCUMENT PROCESSING/TRANSCRIPTION
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s): BUS 2320
Corequisite(s):
Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

BUS 2340 - MEDICAL ADMINISTRATIVE PROCEDURES
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s): BUS 1130, BUS 2310 or AHS 1010 or AHS 101, BUS 2300 or AHS 109, SCT 100
Corequisite(s):
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.

BUS 2370 - MEDICAL OFFICE BILLING/CODING/INSURANCE
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s): BUS 1130, BUS 2300 or AHS 109, BUS 2310 or AHS 101
Corequisite(s):
Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats: guidelines and conventions; coding techniques; formats of the ICD-9 and CPT manuals; health insurance; billing and collections.

CHM 1111 - CHEMISTRY I
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s): MAT 1101 or MAT 1111
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; stoichiometry and gas laws; basic laboratory skills and lab safety procedures.

CHM 1112 - CHEMISTRY II
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): CHM 1111
Corequisite(s): None
Continues the exploration of basic chemical principles and concepts. Topics include: equilibrium theory; kinetics; thermodynamics; solution chemistry; acid-base theory; and nuclear chemistry.

CHM 1213 – SURVEY OF INORGANIC CHEMISTRY
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): MAT-1111
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; nuclear chemistry; basic laboratory skills and safety procedures.

CHM 1214 – SURVEY OF ORGANIC CHEMISTRY AND BIOCHEMISTRY.
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): CHM-1112 or CHM-1213
Provides 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 an introduction to organic chemistry and 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. Laboratory experience supports classroom learning.

CIS 103 - OPERATING SYSTEMS CONCEPTS
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): SCT 100
Corequisite(s):
Provides an overview of operating systems functions and commands that are necessary in a computer working
environment. Topics include: multiprogramming, single and multi-user systems, resource management, command languages, and operating system utilities, file system utilization and multiple operating systems.

CIS 105 - PROGRAM DESIGN AND DEVELOPMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission, Keyboarding skills
Corequisite(s): CIS 106
Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudocode. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.

CIS 106 - COMPUTER CONCEPTS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): SCT 100
Corequisite(s):
Provides an overview of computers and information processing. Topics include: computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

CIS 1104 - WEB GRAPHICS USING ADOBE PHOTOSHOP
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s):
This course covers the creation and editing of digital photographs and images using Adobe Photoshop. Topics covered include understand file types, file compression, and download capabilities, creating digital images in different file types, setting and using color codecs, adjusting digital images with lighting, filtering, cropping, and resizing, creating transparent digital images, digital image web page positioning techniques, and using other digital image special effects.

CIS 1106 - INTRODUCTION TO WEB PROGRAMMING USING C#.NET
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): CIS 105, CIS 2202
Corequisite(s):
This course provides an introduction to Web Programming using Microsoft C#. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security.

CIS 1107 - INTRODUCTION TO WEB PROGRAMMING USING PERL
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): CIS 105, CIS 2202
Corequisite(s):
This course provides an introduction to Web Programming using Perl. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security.

CIS 1108 - WEB GRAPHICS USING JASC PAINT SHOP
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s):
This course covers the creation and editing of digital photographs and images using JASC Paint Shop. Topics covered include understand file types, file compression, and download capabilities, creating digital images in different file types, setting and using color codecs, adjusting digital images with lighting, filtering, cropping, and resizing, creating transparent digital images, digital image web page positioning techniques, and using other digital image special effects.

CIS 1109 - INTRODUCTION TO WEB PROGRAMMING USING VB.NET
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): CIS 105, CIS 2202
Corequisite(s):
This course provides an introduction to Web Programming using Microsoft Visual Basic .NET. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security.

CIS 1110 - INTRODUCTION TO WEB PROGRAMMING USING PHP
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): CIS 105, CIS 2202
Corequisite(s):
This course provides an introduction to Web Programming using PHP. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, IF
conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security.

**CIS 1111 - INTRODUCTION TO WEB PROGRAMMING USING PYTHON**

Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): CIS 105, CIS 2202
Corequisite(s):
This course provides an introduction to Web Programming using Python. Topics include advanced HTML, CSS basics, object oriented language requirements, defining variables, If conditional statements and loops, modularization, accessing and displaying data on the web, understanding the XML data format, and cookies and security.

**CIS 1115 - INFORMATION SECURITY FUNDAMENTALS**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): (CIS 1140 or CIS 2321 and an Operating Systems Class) or advisor approval
Corequisite(s):
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.

**CIS 1116 - SECURITY POLICIES AND PROCEDURES**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): (CIS 1140 or CIS 2321 and an Operating Systems Class) or advisor approval
Corequisite(s):
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.

**CIS 1117 - IMPLEMENTING OPERATING SYSTEMS SECURITY**

Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1115 and (CIS 2153 or CIS 276 or CIS 2556) or advisor approval
Corequisite(s):
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 security for the network environment.

**CIS 1118 - IMPLEMENTING NETWORK SECURITY**

Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1115 and (CIS 2153 or CIS 276 or CIS 2556) or advisor approval
Corequisite(s):
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. This course prepares students for the CompTIA Security+ exam.

**CIS 1119 - IMPLEMENTING INTERNET/INTRANET FIREWALLS**

Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1115 and (CIS 2153 or CIS 276 or CIS 2556) or advisor approval
Corequisite(s):
Students will learn how to install and configure firewalls that will allow access to key services while maintaining security.

**CIS 112 - SYSTEMS ANALYSIS AND DESIGN**

Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 105, programming language preferred
Corequisite(s):
Provides a review and application of systems life cycle development methodologies implemented by project teams. Topics include: role of systems analysis and design, preliminary investigation, systems analysis phase, systems design phase, systems development phase, implementation and evaluation, and post-implementation systems operation.

**CIS 1120 - COMPUTER FORENSICS AND DISASTER RECOVERY**

Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1115 and (CIS 2153 or CIS 276 or CIS 2556) or advisor approval
Corequisite(s):
This course serves as a capstone course for the information security specialist. The course will include implementing a plan to detect intruders, determine the damage caused, and discuss what precautions to use to avoid disasters.

**CIS 1121 - VISUAL BASIC .NET I**

Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 105
Corequisite(s): CIS 124 or CIS 212B
Introduces Microsoft Windows event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft’s Visual Studio development environment. Topics include numeric data types and variables, decision making structures,
validating input with strings and functions, repetition and multiple forms, test files, arrays, lists and common dialog controls.

**CIS 1122 - VISUAL BASIC.NET II**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7  
Prerequisite(s): CIS 1121, CIS 124 or CIS 2128  
Corequisite(s): Advanced Visual Basic.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 and XML databases. Advanced features of Visual Basic are explored.

**CIS 1123 - WEB GRAPHICS AND ANIMATION USING ADOBE FLASH**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): CIS 1104 or CIS 1108  
Corequisite(s): This course covers the creation and manipulation of images and animation using Adobe Flash and 3D creation software. Topics covered include 3D Digital Image tools, file types, download and image plug-in requirements, a systematic approach to creating images, creating 3D Objects, selecting and grouping objects, object transformation, object shading, lighting, filtering, and coloring, animation tools, file types, compression techniques, plug-in and download requirements, and creating 2D and 3D animations.

**CIS 1124 - WEB GRAPHICS AND ANIMATION USING ADOBE ILLUSTRATOR AND ADOBE LIVEMOTION**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): CIS 1104 or CIS 1108  
Corequisite(s): This course covers the creation and manipulation of images and animation using Adobe Illustrator and Adobe LiveMotion. Topics covered include 3D Digital Image tools, file types, download and 3D image plug-in requirements, a systematic approach to creating images, creating 3D Objects, selecting and grouping objects, object transformation, object shading, lighting, filtering, and coloring, animation tools, file types, compression techniques, plug-in and download requirements, and creating 2D and 3D animations.

**CIS 1131 - HELP DESK CONCEPTS**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): CIS 103, CIS 122, SCT 100  
Corequisite(s): The purpose of the Help Desk Concepts course is to prepare students to work in positions that provide customer and technical support through analysis and problem solving. Students will master the role of a help desk analyst, navigate the help desk environment, and learn crucial problem solving skills. In addition, students will learn to troubleshoot hardware problems, printer problems, OS problems, application problems, and user problems.

**CIS 1140 - NETWORKING FUNDAMENTALS**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): CIS 106 or advisor approval  
Corequisite(s): Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. Covers 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. 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.

**CIS 1151 - CIS INTERNSHIP**
Weekly Hours: Class - 0; Lab - 12-18; Credit Hours: 4-6  
Prerequisite(s): All non-elective courses  
Corequisite(s): This course provides the student with real hands-on experience in the IT industry. Students will be provided the opportunity to gain experience in the area of their concentration. Topics include application of classroom knowledge and skills and practical work experience.

**CIS 122 - MICROCOMPUTER INSTALLATION AND MAINTENANCE**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7  
Prerequisite(s): SCT 100  
Corequisite(s): CIS 103  
Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.

**CIS 124 - MICROCOMPUTER DATABASE PROGRAMMING**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7  
Prerequisite(s)/Corequisites: CIS 105, CIS 128  
Corequisite(s): Provides a study of database programming using microcomputer database management systems (DBMS) software packages. Topics include: development of systems, structured programming techniques, data editing, and output design.
CIS 1255 - GAME DEVELOPMENT I
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
Game Development I introduces students to the exciting world of game programming and the elementary mechanics of a programming language. This course is designed with the beginning programmer in mind. Students will learn fundamental data types, variables, standard input/output (I/O), standard programming control statements, and game loop implementation. ANSI standard, portable text based games are the focus for this course.

CIS 1256 - GAME DEVELOPMENT II
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1255
Corequisite(s):
Game Development II introduces students to the exciting world of graphical game programming. This course is designed with the beginning graphical programmer in mind. The course will utilize a game development library. The students will learn basic graphics programming, keyboard and mouse programming, bitmap and sprite image handling. Standards based, portable graphical games are the focus for this course.

CIS 1257 - GAME DESIGN
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
The course focuses on both the theory and the practice of game design. Topics covered include game documentation, game genres and storytelling. Students will produce the concept, setting, story, narration, character and documentation for a simple game.

CIS 1258 - 3-D CREATION FOR GAMES
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1255
Corequisite(s):
This course focuses on the animating and rendering aspect of three-dimensional (3D) computer animation specifically for gaming. Topics include (but are not limited to) character setup, animating, lighting, rendering, and editing of 3D animation.

CIS 1259 - MATHEMATICS FOR GAME DEVELOPERS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
Emphasizes the math skills needed in computer game design. These skills include trigonometric properties, vectors, and motion in one dimension.

CIS 1260 - VIDEO PRODUCTION FOR THE WEB
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
Video Production for the Web teaches the use of powerful tools for creating and editing video specifically for the Web. In this course, students will learn how to capture and import footage, how to transition between scenes, how to mix audio and how to use different editing methods utilizing video authoring software. At the completion of this course the student will be able to develop a Web ready video.

CIS 1261 – GAME DESIGN AND DEVELOPMENT
Weekly Hours: Class – 3; Lab – 3; Credit Hours: 4
Prerequisite(s)/Corequisite(s): None
Introduces the concepts of game development. Including history of games (arcade, console and computer), genre of game, user interface of the game, basic storytelling, and level and puzzle design. Development issues including game proposal are also covered.

CIS 1263 – GAME PROGRAMMING IN VISUAL BASIC I
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): None
Basic introduction to creating games in Visual Basic. Basic code syntax and concepts will be covered. Iteration, decision, sequence and other basic coding elements along with file access, graphics and simple game creation.

CIS 1264 – GAME PROGRAMMING IN VISUAL BASIC II
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite: CIS 1263
Corequisite(s): None
Visual Basic class teaching 2-D game creation based on DirectX technologies, using and building game development tools, and using and building a tile based scrolling game engine. Will learn how to add music to games and learn to utilize input devices. Game development for this class uses a Role Playing Game (RPG) as an example.

CIS 1266 – MULTIPLAYER GAME PROGRAMMING
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): None
Training in multiplayer game development will be covered, including client/server, peer to peer and distributed multiplayer games.
CIS 1267 GAME PROGRAMMING IN C I
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): None
Introduces C/C++ and the basic syntax of the language. Direct X and Open GL will be covered in developing 3D games.

CIS 1268 – GAME PROGRAMMING IN C II
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite: CIS 1267
Corequisite(s): None
Covers Advanced Direct X and Open GL along with advanced C/C++ topics such as pointers, arrays, linked list and database access.

CIS 1269 – GAME TESTING AND DEPLOYMENT
Weekly Hours: Class – 2; Lab – 3; Credit Hours: 3
Prerequisite: CIS 1268
Corequisite: None
Provides an introduction to software development form a game developer standpoint. Topics include development team, project lifecycle and documentation, managing the development process, basics of the gaming business, and breaking into the gaming business.

CIS 127 - COMPREHENSIVE WORD PROCESSING AND PRESENTATION GRAPHICS
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): SCT 100
Corequisite(s):
Provides a study of word processing and desktop publishing. Topics include: desktop publishing Concepts, advanced word processing concepts, development of macros, presentation graphics concepts, and troubleshooting applications.

CIS 1274 - 3-D METHODS AND MATERIALS
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
This course is an introductory study of three-dimensional (3D) computer animation and graphics introducing principles and techniques of creating 3D computer models and environments through practical hands-on experiences. Topics covered include (but are not limited to) concept art, motion, weight, gravity, interaction between line, space, plan and mass, and investigation of 3D modeling software.

CIS 1281 - DIGITAL ILLUSTRATION FOR WEB
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
This course is an introduction to industry standard software used for creating computer generated artwork and documents, with emphasis on web ready graphics. Students will be introduced to the basic use of drawing and painting tools, illustrating of graphics, and layout design. Software such as Adobe Illustrator or a comparable package is suggested.

CIS 1284 - DIGITAL PUBLISHING AND LAYOUT FOR THE WEB
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
This course focuses on the creation of Web pages from documents created by industry standard desktop publishing or page layout software. Students will have the ability to take documents that were prepared for hard copy publishing such as brochures, flyers or newsletters and convert them to Web ready pages or Web sites. Possible software suggestions for the course include: QuarkXPress, PageMaker, FlashPaper, InDesign or Framemaker.

CIS 141 - CLIENT/SERVER DATABASE MANAGEMENT
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s)/Corequisite(s): CIS 143 or CIS 146; CIS 144 or CIS 147
Corequisite(s):
Provides a study of networked database management systems. Topics include: client-server architecture, relational model, SQL syntax, data modeling, database creation, data retrieval and data manipulation, installation and administration tools, storage management, user accounts management, remote servers management, and DBMS optimization.

CIS 143 - NETWARE ADMINISTRATION
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 140
Corequisite(s):
Provides a study of NOVELL NetWare Administration. Topics include: NetWare file system, NetWare integrity and security, NetWare system and user account automation, NetWare file server, NetWare workstation, NetWare printing, NetWare communications, and network software installation.

CIS 144 - NETWARE INSTALLATION AND CONFIGURATION
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s)/Corequisite(s): CIS 143
Corequisite(s):
Provides a study of planning, designing, and implementing a NOVELL NetWare network. Topics include: network design,
network planning, network implementation, installation of cabling and components, hardware installation, server and client NOS installation, and installation of application software.

CIS 145 - NETWARE DIAGNOSTICS AND TROUBLESHOOTING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s)/Corequisite(s): CIS 143, CIS 144
Corequisite(s):
Provides a study in NetWare network diagnostics and troubleshooting. Topics include: NetWare analysis methodology, troubleshooting the network, file server troubleshooting and analysis, troubleshooting the DOS workstation, troubleshooting network printing, protocol analysis, cable troubleshooting, network optimization and disaster recovery, and research tools.

CIS 149 - ADVANCED C++ PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 282
Corequisite(s):
Introduces object oriented programming. Common elements of Windows applications will be discussed and created using a C++ integrated development environment. Topics include: object oriented programming, Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, and incorporating graphics.

CIS 155 - WORKING WITH MICROSOFT WINDOWS SOFTWARE
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): None
Corequisite(s):
Provides the interface concepts of Microsoft Windows® software and the opportunity to develop software application skill in a wide range of business situations. Topics include: getting started with Microsoft Windows®, managing programs and files with Microsoft Windows®, using Microsoft Windows® “write” and “paintbrush” features, data transfer with Microsoft Windows®, printing with Microsoft Windows®, and customizing with Microsoft Windows®.

CIS 170 - AC/DC FOR PC REPAIR
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): CIS 122
Corequisite(s):
Explore AC/DC concepts, terminology, and basic applications as they apply to the area of PC Repair. Topics include: safety, AC/DC basic concepts and terminology, meters, soldering, soldering tools, ESD, EMI, power supply, surge protection, battery backup, UPS and extinguishers.

CIS 171 - INTERN I
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): SCT 100, CIS 103 or CIS 2554, CIS 261, CIS 122 or the recommendation of a CIS Instructor
Corequisite(s):
This course will give students the opportunity to become well-rounded PC Repair Specialists and to enhance skills learned in the Computer Information Systems programs. Students will also have the opportunity to work on specific activities by participating in ongoing projects. Material and timed tests provided in the course are designed to prepare students for Industry Certification Exams. This course is the first of a series of two.

CIS 172 - INTERN II
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): SCT 100, CIS 103 or CIS 2554, CIS 261, CIS 122, CIS 171 or the recommendation of a CIS Instructor
Corequisite(s):
This course will continue giving students the opportunity to become well-rounded PC Repair Specialists and to master skills learned in the Computer Information Systems programs. Students will continue working on specific activities by participating in ongoing projects, and by working on special network activities and completing advanced PC repair projects. The level of the material and timed tests provided in the course are advanced. The tests are designed to help prepare students to take certifications. This course is the continuation of CIS- Intern I.

CIS 2005 - ADVANCED WEB GRAPHICS USING ADOBE PHOTOSHOP
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1104
Corequisite(s):
This course covers the creation and editing of digital photographs and images using Adobe Photoshop. Topics covered include curves and adjustment layers, retouching techniques, color correction, color balancing, element replacement and restoration, typography and interpolation, and advanced techniques and special effects.

CIS 2102 - ADVANCED WEB GRAPHICS AND MULTIMEDIA USING ADOBE PREMIERE
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1123 or CIS 1124
Corequisite(s):
This course covers advanced web graphics techniques, and multimedia for the web including sound, music, and digital video using Adobe Premiere. Topics covered include digital video editing, basic editing, adding audio, applying video and audio effects, morphing tools, and advanced topics.
CIS 2104 - ADVANCED WEB GRAPHICS AND MULTIMEDIA USING ADOBE DIRECTOR
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2102 or CIS 1123
Corequisite(s):
This course covers advanced web graphics techniques, and multimedia for the web including sound, music, and digital video using Adobe Director. Topics include digital video editing, basic editing, adding audio, applying video and audio effects, morphing tools and advanced topics.

CIS 2105 - ADVANCED WEB GRAPHICS USING ADOBE FLASH
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1123
Corequisite(s):
This course covers additional techniques used in the creation and manipulation of vector images and animation using Adobe Flash. Topics covered include (but not limited to) Advanced Animation Techniques, ActionScript Fundamentals, Advanced ActionScript Techniques, Third Party Languages, Optimizing and Publishing Flash movies.

CIS 2106 - ADVANCED WEB GRAPHICS USING ADOBE C#.NET
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1106
Corequisite(s):
This course provides a look at advanced Web Programming techniques using Microsoft C#.NET. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIS 2107 - ADVANCED WEB GRAPHICS USING ADOBE PERL
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1107
Corequisite(s):
This course provides a look at advanced Web Programming techniques using Perl. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIS 2109 - ADVANCED WEB GRAPHICS USING ADOBE VB.NET
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1109
Corequisite(s):
This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic.NET. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIS 2110 - ADVANCED WEB GRAPHICS USING ADOBE PHP
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1110
Corequisite(s):
This course provides a look at advanced Web Programming techniques using PHP. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIS 2111 - ADVANCED WEB GRAPHICS USING ADOBE PYTHON
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1111
Corequisite(s):
This course provides a look at advanced Web Programming techniques using Python. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIS 2128 - INTRODUCTION TO ORACLE DATABASES
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): SCT 100, CIS 105, CIS 106, Programming Language
Corequisite(s):
This course provides an introduction to the ORACLE database management system platform and to Structured Query Language (SQL) and ORACLE PL/SQL.

CIS 2129 - ORACLE DATABASE ADMINISTRATION
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 2128
Corequisite(s):
This course enables the database student to work with ORACLE architectural components.

CIS 2130 - ORACLE DATABASE BACKUP AND RECOVERY
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 2129
Corequisite(s):
This course enables the database student to develop the skills necessary to support the backup and recovery needs of ORACLE installations.

CIS 2131 - ORACLE DATABASE PERFORMANCE TUNING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 2130
Corequisite(s):
This course enables the participant to be able to fine tune ORACLE databases.
CIS 2132 - NETWORK ADMINISTRATION
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2131
Corequisite(s):
Participants in this course will be able to understand and implement solutions to ORACLE networking issues using the network administration capabilities of ORACLE.

CIS 214 - DATABASE MANAGEMENT
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Advanced language course that requires random file accessing techniques
Corequisite(s):
Provides an overview of the skills and knowledge of database application systems which are used in business, government, and industry. Topics include: models, structures, physical database, logical database, and accessing techniques.

CIS 2149 - IMPLEMENTING MICROSOFT WINDOWS PROFESSIONAL
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS XXXX, an operating system course and CIS 1140 or Advisor Approval
Corequisite(s):
Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.

CIS 2150 - IMPLEMENTING MICROSOFT WINDOWS SERVER
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2149
Corequisite(s):
Provides the ability to implement, administrator, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

CIS 2153 - IMPLEMENTING MICROSOFT WINDOWS NETWORKING INFRASTRUCTURE
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2150 or CIS 2152
Corequisite(s):
Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

CIS 2154 - IMPLEMENTING MICROSOFT WINDOWS NETWORKING DIRECTORY SERVICES
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2153
Corequisite(s):
Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

CIS 2160 - INSTALLING, CONFIGURING, AND ADMINISTERING MICROSOFT EXCHANGE SERVER
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2154
Corequisite(s):
Provides students with the knowledge and skills required to install and configure Microsoft Exchange 2000. This course covers the component architecture, installing, and core management functionality of Microsoft Exchange 2000.

CIS 2161 - STRUCTURED QUERY LANGUAGE (SQL)
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): SCT 100, CIS 105, CIS 106, and an operating systems course
Corequisite(s):
A course designed to allow the student to solve common database retrieval problems through the use of the SQL Language that supports common databases such as SQL/Server, Oracle, DB2, ACCESS and other database systems. Topics include: Understanding database vocabulary, understanding object and relational database concepts, understanding and implementing SQL statements that retrieve, insert, update and delete data in a database, ability to implement aggregate and group SQL functions, create, edit and drop database tables, query data from multiple databases, design queries and sub queries, develop an understanding of union, and join operations, understand how to execute and implement database triggers.

CIS 2191 - INTERNET BUSINESS FUNDAMENTALS
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s):
Internet Business Fundamentals teaches students how to access the Internet and the World Wide Web using a Web Browser as a general-purpose Internet application. Students will learn to use the Internet for e-mail, the World Wide Web, news-groups, Gopher, Veronica, File Transfer Protocol (FTP) and Telnet. Student will gain experience using and configuring both Netscape Navigator and Microsoft Internet Explorer to access rich multimedia data and objects as well as Java, Shockwave, and Active X content. A variety of Web-based search engines will be used to conduct advanced searches and learn the basics of project leadership, security, and e-business solutions. Students will also learn about
business on the Internet, and how business research can help gain market intelligence.

**CIS 2202 - XHTML FUNDAMENTALS**
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5  
Prerequisite(s): Program Admission  
Corequisite(s):  
XHTML Fundamentals is designed to teach basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications, a wide range of HTML tags and attributes. Students will learn how to use Cascading Style Sheets (CSS), XML, and XHTML. All HTML, CSS, XHTML, and XML development will follow the current standards set by the World Wide Web Consortium (W3C). Topics include introduction to HTML, CSS, XHTML, and XML, creating pages using HTML, CSS, XHTML, and XML, incorporating graphical elements, create hyperlinks, create HTML tables, create HTML forms, and image maps.

**CIS 221 - WORD MICROSOFT OFFICE SPECIALIST CERTIFICATION - WORD**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3  
Prerequisite(s): CIS 127  
Corequisite(s):  
Provide the fundamental, intermediate and advanced instruction in Microsoft Word competencies to provide user with the skills necessary to obtain the expert user certification. Topics include all skill areas as defined my Microsoft and additional information in workgroup editing and advanced features such as macros, mailmerge, HTML creation, and tables.

**CIS 2211 - WEB SITE DESIGN TOOLS**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): CIS 2202 and (CIS 1104 and CIS 1108)  
Corequisite(s):  
Web Site Design Tools teaches an understanding of how to create and manage impressive using the sizeable amounts of new technology available on the Web. Students will learn to create web sites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards.

**CIS 222 - MICROSOFT OFFICE SPECIALIST CERTIFICATION - EXCEL**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3  
Prerequisite(s): CIS 128  
Corequisite(s):  
Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

**CIS 2221 - WEB GRAPHICS AND MULTIMEDIA**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): Program Admission  
Corequisite(s):  
Web Graphics and Multimedia teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating attractive textures for backgrounds, com-positing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

**CIS 2228 - COMPREHENSIVE SPREADSHEET TECHNIQUES**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): SCT 100  
Corequisite(s):  
Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.

**CIS 2229 - COMPREHENSIVE DATABASE TECHNIQUES**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6  
Prerequisite(s): SCT 100  
Corequisite(s):  
Provides a study of databases. Topics include: advanced database concepts, data integration concepts, development of user interfaces, troubleshooting databases, development of macros, and relational database concepts.

**CIS 223 - MICROSOFT OFFICE SPECIALIST CERTIFICATION - ACCESS**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3  
Prerequisite(s): CIS 128  
Corequisite(s):  
Provide the fundamental, intermediate and advanced Microsoft Access competencies to provide user with the skills necessary to obtain the expert user certification. Topics include creating and modifying a database, locating information, macro and module creation and advanced
features such as advanced queries, forms, advanced reports, sub-form creating, HTML creation, data integrity, and integration with other applications.

**CIS 2231 - DESIGN METHODOLOGY**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2202 and (CIS 1104 or CIS 1108)
Corequisite(s):
Design Methodology teaches students how to create and manage Web sites using FrontPage, NetObjects Fusion Dynamic HTML, and various multimedia and CSS standards. Students will also implement the latest strategies to develop third generation Web site, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, and scenario development and performance evaluations.

**CIS 224 - MICROSOFT OFFICE SPECIALIST CERTIFICATION - POWERPOINT**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s):
Corequisite(s):
Provides the fundamental, intermediate, and advanced Microsoft PowerPoint competencies to provide the user with the skills necessary to obtain expert user certification. Topics include presentation creation, presentation views, slide shows, templates, animations, HTML creation, navigation, and presentation transition.

**CIS 2241 - INTERNET SYSTEM MANAGEMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): CIS 140, CIS 2191
Corequisite(s):
Internet Systems Management provides the student with an understanding of TCP/IP operation, Domain Name System (DNS) name service, Dynamic Host Configuration Protocol (DHCP) automation, File Transfer Protocol (FTP) services, security, and the auditing activities related to Web services and firewalls. Students will also perform an in depth analysis of IP packets on the network.

**CIS 225 - MICROSOFT OFFICE SPECIALIST CERTIFICATION - OUTLOOK**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): SCT 100
Corequisite(s):
Provides the fundamental, intermediate, and advanced Microsoft Outlook competencies to provide the user with the skills necessary to obtain expert user certification. Topics include using Outlook 2000 Mail to communicate with others inside and outside your company, to manage your mail, navigating thorough Outlook, using calendar, using task, and using contacts and notes. Integrate Office applications and other applications with Outlook 2000 components.

**CIS 226 - ADVANCED MICROSOFT FRONTPAGE**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): CIS 1140
Corequisite(s):
Provide the fundamental, intermediate and advanced Microsoft FrontPage competencies to provide user with the skills necessary to create and maintain Microsoft FrontPage websites. Topics include the web page creation, editing, managing, and publishing, tables, frames, forms, graphics, and Web Site Management.

**CIS 2261 - JAVASCRIPT FUNDAMENTALS**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): (CIS 2201 or CIS 2202 or CIS 2200) and CIS 105
Corequisite(s): CIS 2105
JavaScript Fundamentals teaches developers how to use the features of the JavaScript language and the Netscape Navigator browser. Students learn how to write JavaScript programs that can be plugged into Web pages or customized, and examine advanced issues such as debugging techniques and JavaScript security.

**CIS 2271 - FUNDAMENTALS OF CGI PROGRAMMING USING PERL**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): CIS 2202
Corequisite(s):
Fundamentals of CGI Programming using PERL and server-Side Scripting teach students how to use Common Gateway Interface (CGI) PERL programs and scripts on a Web server. Students will learn how to writer print-to-screen scripts, customize Web page hit counters, create and use business forms that interface with text files, manipulate data in a database, work with a relations database via Open Database Connectivity ODBC), and explore Web server security issues related to CGI. A survey of other products such as Microsoft Active Server Pages, Netscape LiveWire, and Cold Fusion by Allaire will be discussed. Security issues using server-side scripting will also be studied, and students will learn how to add security elements to their scripts.

**CIS 2281 - DATABASE CONNECTIVITY**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2202 and CIS 105 and (CIS 2261 or CIS 2211)
Corequisite(s):
Database Connectivity teaches students how to manipulate data in a database, work with relational database via Open Database Connectivity (ODBC) and learn how to work with different database systems. Students will learn to install and configure Cold Fusion, or equivalent software, and use the system to develop forms and applications to interact with file systems, e-mail and database servers.

**CIS 2291 - NETWORK SECURITY**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1140 or CIS 2321
Corequisite(s):
Network Security introduces students to network security, firewalls, Windows NT network security, UNIX and TCP/IP network security, security auditing, attacks, and threat analysis.

**CIS 2321 - INTRODUCTION TO LAN AND WAN**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 106 or advisor approval.
Corequisite(s):
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

**CIS 2322 - INTRODUCTION TO WANS AND ROUTING**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2321
Corequisite(s):
Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.
Prerequisite(s): CIS 105; CIS 2202
Corequisite(s):
Students will learn how to create dynamic web sites using the PHP programming language. Topics include: introduction to PHP, web server, and database environments; embedding PHP in HTML documents; variables; arithmetic operations; functions; forms; conditional statements; iterative statements; arrays; text files; and creating, populating, retrieving, and updating database tables via PHP applications.

CIS 2452 - ADVANCED PHP PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 2451
Corequisite(s):
Reinforces and extends the concepts and applications provided in Beginning PHP. Topics include: interactive programming, multidimensional array processing, functions, user defined functions, expressions, and advanced database processing.

CIS 2453 - INTRODUCTION TO ASP PROGRAMMING
Weekly Hours: Class - 0; Lab - 0; Credit Hours: 7
Prerequisite(s): CIS 157 or CIS 1121 or CIS 2202 and an operating systems course
Corequisite(s):

CIS 2454 - COMPREHENSIVE ACTIVE SERVER PAGES (ASP) PROGRAMMING & TECHNOLOGIES
Weekly Hours: Class - 0; Lab - 0; Credit Hours: 7
Prerequisite(s): CIS 157 or CIS 1121 or CIS 2202 and an operating systems course
Corequisite(s):

CIS 250 - INTRODUCTION TO RPG PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 105
Corequisite(s):
Introduces programming business applications using the RPG programming language. Topics include: introduction to RPG programming, input and output processing, arithmetic operations, edit codes/words, selection operations, control breaks, multiple control breaks, do loops, exception output, external files - physical and logical, and sequential file access methods.

CIS 251 - ADVANCED RPG PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 250
Corequisite(s):
Provides an emphasis on designing and writing programs using the RPG programming language. Topics include: table and array processing, data validation, data structures, interprogram communication, random file access methods, file updating, and interactive processing.

CIS 2511 - INTRODUCTION TO PYTHON PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 105
Corequisite(s):
Provides a study of the Python programming language to solve applications. Topics include: Computing with numbers, Computing with strings, Objects and Graphics, Defining Functions, Decision Functions, Loop Structures and Booleans, Game Simulations and Design, Defining Classes, Data Collections, Object-Oriented Design, Recursion.

CIS 2512 - ADVANCED PYTHON PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 2511
Corequisite(s):
Provides a study of the Python programming language to solve applications. Topics include: Server Side Programming, XML, Search Techniques, CGI, Multithreading, Security, Data Structures, PSP, Regular Expressions and File Processing.

CIS 252 - INTRODUCTION TO JAVA PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 105
Corequisite(s):
Course 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 and Notepad as an editor. 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.

CIS 255 - INTRODUCTION TO “C” PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): Program Admission
Corequisite(s)/Corequisite(s): CIS 105
Provides opportunity to gain a working knowledge of “C” programming. Includes creating, editing, executing, and debugging “C” programs of moderate difficulty. Topics include: basic AC@ concepts, simple I/O and expressions, I/O and control statements, and managing data and developing programs.
CIS 2550 - FUNDAMENTALS OF SOLARIS OPERATING ENVIRONMENT FOR SYSTEM ADMINISTRATORS
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 1140
Corequisite(s):
Provides a study of the fundamentals of Solaris™ 8 Operating Environment for System Administrators. Covers how to use UNIX® operating system commands and basic Solaris Operating Environment commands. Topics include: fundamental command-line features of the Solaris Operating Environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use.

CIS 2554 - INTRODUCTION TO LINUX/UNIX
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 106 and SCT 100
Corequisite(s):
This course introduces the Linux/UNIX operating system skills necessary to perform entry-level user functions. Topics include: History of Linux/UNIX, 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, Linux/UNIX manual help pages, using the Linux/UNIX 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.

CIS 2555 - LINUX/UNIX ADMINISTRATION
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 106, SCT 100, and CIS 2554
Corequisite(s):
Covers Linux/UNIX operating system administration skills necessary to perform administrative functions. Topics include: Installing Linux/UNIX, 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.

CIS 2556 - LINUX/UNIX ADVANCED ADMINISTRATION
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 106, SCT 100, CIS 2555
Corequisite(s):
Covers Linux/UNIX operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding Linux/UNIX networking, managing network printing, configuring and troubleshooting TCP/IP on Linux/UNIX, 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.

CIS 2557 - LINUX/UNIX SHELL SCRIPT PROGRAMMING
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS 2556
Corequisite(s):
Course covers Linux/UNIX shell programming techniques necessary for Linux/UNIX System Administrators to understand and create shell script programs in a Linux/UNIX 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.

CIS 256 - ADVANCED “C” PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 255
Corequisite(s):
Covers theory and practice in developing advanced skills in “C” programming. Topics include: pointers, function, arrays; file input/output; BIOS and system service level operations; and program design and development.

CIS 2570 - ADVANCED VISUAL BASIC PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 105, CIS 157, CIS 2202
Corequisite(s):
Advanced Visual BASIC teaches developers random file access, database programming techniques, and programming form the Web in client-server environment. Emphasis is placed on Active-X Data Objects (ADO), incorporating SQL into programs, Open Database Connectivity (ODBC), Remote Data Objects (RDO), creating Web based database applications, and security considerations.

CIS 2721 - CHECKPOINT FIREWALL ADMINISTRATION
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): CIS xxxx an operating system
In this course, students cover the purpose of firewalls, the different firewall architectures and the various components of VPN/FireWall as well as how to install and configure VPN/FireWall to protect an organization’s resources with a single comprehensive Security Policy. Hands on labs help students build the skills necessary to manage and maintain the Security Policy using tools provided by VPN/FireWall.

**CIS 276 - ADVANCED ROUTERS AND SWITCHES**
Weekly Hours: Class - 3; Lab - 6; Credit Hours: 6
Prerequisite(s): CIS 2322
Corequisite(s):
Introduces LAN design, LAN switching and switch segmentation, advanced routing, and multiple protocols. Topics include: a review of semesters I and II, local area network (LAN) switching, virtual local area networks (VLANS), local area network (LAN) design, interior gateway routing protocols (IGRP), access control lists, and Novell IPX.

**CIS 277 - WAN DESIGN**
Weekly Hours: Class - 3; Lab - 6; Credit Hours: 6
Prerequisite(s): CIS 276
Corequisite(s):
Emphasizes WAN design utilizing point-to-point protocol (PPP), integrated services digital network (ISDN), and frame relay. Topics include: a review of semesters I II and III, wide area network, wide area network design, point-to-point protocol, integrated services digital network (ISDN), and frame relay.

**CIS 280 - SYSTEMS APPLICATIONS PROJECT**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): 2 Advanced Programming Languages, CIS112, CIS214, ACC101, An operating systems course, and Network Fundamentals.
Corequisite(s):
capstone course providing a realistic business experience for students working in a team to develop a complete systems project in a ten-week period. Topics include: Project Management, Systems Design and Development, Interactive Screen/Menu Development, File Maintenance Programming, Program Design, Systems Documentation, User Documentation, Presentation, and Demonstration.

**CIS 282 - INTRODUCTION TO C++ PROGRAMMING**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 256
Corequisite(s):
Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added feature of C++, which will be added to the skills mastered in Programming with C. Topics include functions, objects, classes, inheritance, overloading, polymorphism, streams, and containers.

**CIS 286 - A+ PREPARATION**
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): CIS 122
Corequisite(s):
Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

**CLT 101 - INTRODUCTION TO CLINICAL LABORATORY TECHNOLOGY**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
Introduces students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. Topics include: professional ethics and regulatory agencies; basic laboratory safety, equipment, and techniques; phlebotomy/ specimen processing; quality control concepts; process improvement; documentation; and point of care testing.
Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

**CLT 103 - URINALYSIS/BODY FLUIDS**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): BIO 2113, BIO 2114, AHS 104, MLT 101
Corequisite(s):
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: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; special urinalysis and related testing; body fluids tests; and safety and quality control.

**CLT 104 - HEMATOLOGY/COAGULATION**
Weekly Hours: Class - 5; Lab - 7; Credit Hours: 8
Prerequisite(s): BIO 2113, BIO 2114, AHS 104, MAT 1012, MLT 101
Corequisite(s):
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 tests, 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.

**CLT 105 - SEROLOGY/IMMUNOLOGY**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 3
Prerequisite(s): BIO 2113, BIO 2114, AHS 104, MAT 1111, MLT 101
Corequisite(s):
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, common serological techniques, safety and quality control, and process improvement.

**CLT 106 - IMMUNOHEMATOLOGY**
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): MLT 105
Corequisite(s):
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, pre-transfusion testing, management of disease states and transfusion reactions, safety, documentation/quality control, and process improvement.

**CLT 107 - CLINICAL CHEMISTRY**
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): BIO 2113, BIO 2114, AHS 104, CHM 1111, CHM 1112, MAT 1111, MLT 101
Corequisite(s):
Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, 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.

**CLT 108 - MICROBIOLOGY**
Weekly Hours: Class - 6; Lab - 6; Credit Hours: 8
Prerequisite(s): BIO 2113, BIO 2114, AHS 104, CHM 1111, CHM 1112, MAT 1111, MLT 101
Corequisite(s):
Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals; basic techniques; clinical microbiology; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

**CLT 109 - CLINICAL PHLEBOTOMY, URINALYSIS, AND SEROLOGY PRACTICUM**
Weekly Hours: Class - 0; Lab - 12; Credit Hours: 4
Prerequisite(s)/Corequisite(s): MLT 101, MLT 103, MLT 105
Corequisite(s):
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: basic and specialized 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.

**CLT 110 - CLINICAL IMMUNOHEMATOLOGY PRACTICUM**
Weekly Hours: Class - 0; Lab - 20; Credit Hours: 6
Prerequisite(s): MLT 106
Corequisite(s):
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.

**CLT 111 - CLINICAL HEMATOLOGY/COAGULATION PRACTICUM**

Weekly Hours: Class - 0; Lab - 20; Credit Hours: 6  
Prerequisite(s): MLT 104  
Corequisite(s):  
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.

**CLT 112 - CLINICAL MICROBIOLOGY PRACTICUM**

Weekly Hours: Class - 0; Lab - 20; Credit Hours: 6  
Prerequisite(s): MLT 108  
Corequisite(s):  
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; special areas; 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.

**CLT 113 - CLINICAL CHEMISTRY PRACTICUM**

Weekly Hours: Class - 0; Lab - 20; Credit Hours: 6  
Prerequisite(s): MLT 107  
Corequisite(s):  
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-hemistry; 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.

**CLT 118 - MLT LICENSURE I**

Weekly Hours: Class - 0; Lab - 3; Credit Hours: 1  
Prerequisite(s): MLT 101 - MLT 108  
Corequisite(s):  
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 processing; Infection control; Quality control; Computers in the lab; Urinalysis/Body Fluids - theory, tests, correlation; Hematology - RE system, blood count, differential, correlation of test results to disease, instrumentation, coagulation, fibrinolysis, critical levels and blood cell dyscrasias; Immunology/Serology - immune system, antigen-antibody reactions, diseases of immune system, serological techniques, genetic theory, correlation of results to disease.

**CLT 119 - MLT LICENSURE II**

Weekly Hours: Class - 0; Lab - 3; Credit Hours: 1  
Prerequisite(s): MLT 101 - MLT 108  
Corequisite(s): MLT 109 - MLT 113  
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: Immunohematology - Donor unit collection and storage; Pretransfusion testing; Transfusion reactions, and management of diseases; Clinical chemistry - Carbohydrates, Electrolytes, Acid-base balance, Nitrogenous compounds, Enzymes, Endocrinology, Liver functions, Lipids, Toxicology and drug monitoring; Microbiology - Fundamentals and basic techniques, identification of bacteria, anti-microbial sensitivity, disease correlation to organisms, parasitology, mycology, mycobacteriology, and virology.

**CNA 100 - PATIENT CARE FUNDAMENTALS**

Weekly Hours: Class - 5; Lab - 6; Credit Hours: 8  
Prerequisite(s): None
Corequisite(s):
Introduces student to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include: role and responsibilities of the Certified Nurse Assistant; topography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

COS 100 - INTRODUCTION TO COSMETOLOGY THEORY
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology; and types of employment.

COS 101 - INTRODUCTION TO PERMANENT WAVING AND RELAXING
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): COS 100
Corequisite(s):
Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, and permanent wave and chemical relaxer application procedures on mannequins and hair analysis and scalp analysis.

COS 103 - BASIC CREATIVE TREATMENT OF HAIR, SCALP, AND SKIN
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): COS 100
Corequisite(s):
Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety precautions.

COS 105 - INTRODUCTION TO SHAMPOOING AND STYLING
Weekly Hours: Class - 2; Lab - 4; Credit Hours: 4
Prerequisite(s): COS 100
Corequisite(s):
Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement, and combouts. Laboratory training includes styling training to total 20 hours on manikin and 25 hours on live models without compensation. Topics include: braiding/intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, fingerwaves, combout techniques, skipwaves, ridgecurls, and safety precautions.

COS 106 - INTRODUCTION TO HAIRCUTTING
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): COS 100
Corequisite(s):
Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety, decontamination, and precautions, cutting implements, and haircutting techniques.

COS 107 - ADVANCED HAIRCUTTING
Weekly Hours: Class - 0; Lab - 5; Credit Hours: 2
Prerequisite(s): COS 106
Corequisite(s):
Continues the theory and application of haircutting techniques. Topics include: client consultation, head, hair, and body analysis, style cutting, haircutting techniques, and client consultations/head/hair/body analysis.

COS 108 - PERMANENT WAVING AND RELAXING
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): COS 101
Corequisite(s):
Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance, chemistry of permanent waving/soft curl perming/chemical hair relaxing.

COS 109 - HAIR COLOR
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): COS 100, COS 101, COS 103, COS 105, COS 106, and COS 108
Corequisite(s):
Presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include: basic color concepts, classifications of color, safety precautions, consultation, communication and record and release forms, product knowledge, special
problems in hair color and corrective coloring, and special effects.

**COS 110 - SKIN, SCALP, AND HAIR**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, and COS 109
Corequisite(s):
Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, cosmetic chemistry/products and supplies, and treatment theory: electrotherapy, electricity and light therapy.

**COS 111 - STYLING**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): COS 105
Corequisite(s): COS 110
Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, artificial hair and augmentation.

**COS 112 - MANICURING AND PEDICURING**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): COS 100
Corequisite(s):
Provides manicuring and pedicuring experience on live models. 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).

**COS 113 - COSMETOLOGY PRACTICUM I**
Weekly Hours: Class - 1; Lab - 12; Credit Hours: 5
Prerequisite(s): COS 111 and COS 112
Corequisite(s):
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 and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/ pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and Hazardous Duty Standards Act compliance.

**COS 114 - COSMETOLOGY PRACTICUM II**
Weekly Hours: Class - 4; Lab - 12; Credit Hours: 8
Prerequisite(s): COS 113
Corequisite(s):
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 and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/ pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment) (sub competency) applicable laws for licensed and unlicensed cosmetology professionals.

**COS 115 - COSMETOLOGY PRACTICUM III**
Weekly Hours: Class - 1; Lab - 12; Credit Hours: 5
Prerequisite(s): COS 114
Corequisite(s):
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: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

**COS 116 - COSMETOLOGY PRACTICUM IV**
Weekly Hours: Class - 1; Lab - 12; Credit Hours: 5
Prerequisite(s): COS 115
Corequisite(s):
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; and Hazardous Duty Standards Act compliance; and state licensure preparation.

**COS 117 - SALON MANAGEMENT**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): COS 112
Corequisite(s):
Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include: planning a salon, business management, retailing, public relations, sales skills, career development, and client retention.

COS 118 - NAIL CARE I
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): COS 100, COS 112
Corequisite(s):
Provides additional experience in manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, advanced and new techniques, and safety/sanitation.

COS 119 - NAIL CARE II
Weekly Hours: Class - 4; Lab - 15; Credit Hours: 9
Prerequisite(s): COS 117, COS 118
Corequisite(s):
Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure/pedicure, nail repair, artificial nails, electric file, advanced/new techniques, nail art, receptionist/dispensary, state board licensure preparation, HIV and OSHA updates, and safety/sanitation.

CRJ 101 - INTRODUCTION TO CRIMINAL JUSTICE TECHNOLOGY
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Examines the emergence, progress, and problems 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.

CRJ 102 - INTRODUCTION TO CONSTITUTIONAL LAW
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): CRJ 101
Corequisite(s):
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 Constitution, and Bill of Rights and the Constitutional Amendments.
Corequisite(s):
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.

**CRJ 109 - CRIMINAL JUSTICE TECHNOLOGY PRACTICUM/INTERNSHIP**
Weekly Hours: Class - 0; Lab - 15; Credit Hours: 5
Prerequisite(s): Completion of all required courses.
Corequisite(s):
Provides experiences necessary for further professional
development and exposure to related agencies in the law
enforcement field. The student will either pursue a study
project directed by the instructor within the institution, or an
internship in a related agency supervised by the instructor
subject to the availability of an approved site. Topics
include: observation and/or participation in law enforcement
activities, law enforcement theory applications, and
independent study project.

**CRJ 121 - INTRODUCTION TO PRIVATE SECURITY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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: Security Systems at Work: Putting It
All Together, and Challenges Facing the Security Profession
in the 1990’s and beyond

**CRJ 122 - RETAIL SECURITY AND SHORTAGE PROTECTION**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): CRJ 121
Corequisite(s):
This is a course that provides an orientation that focuses on
security and shortage protection for small retail businesses
with an emphasis placed on vulnerabilities, losses and
practical retail business measures. Topics include: Retailing
and Security, Legal Aspects of Retail Security, Protection
at the Point of Sale, Internal losses and countermeasures,
shoplifting and countermeasures, investigation of internal
losses and shoplifting, store design and physical security and
risk management.

**CRJ 123 - COMPUTER SECURITY/CORPORATE FRAUD**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
Provides an orientation that contains a step-by-step approach
to the investigation, seizure, and evaluation of computer
evidence. Topics include: computer-related evidence,
crime scene investigation, evidence evaluation and analysis,
passwords and encryption, networks, and investigative
computer systems. The second part of this course provides
an orientation that focuses on corporate fraud as it relates
to computerized accounting systems and its technology, the
various types of corporate computer fraud and simple audit
techniques that can assist in investigating and detecting
fraud. Topics include: history and evolution of fraud,
mandet: step one in fraud auditing, corporate fraud in the
current environment, corporate fraud investigation in the
electronic data processing era, defenses against corporate
fraud, theft and embezzlement, and auditing for inventory
shortage

**CRJ 140 - CULTURAL PERSPECTIVES FOR LAW ENFORCEMENT OFFICERS**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
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.

**CRJ 141 - WORKPLACE SPANISH**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Program Admission.
Corequisite(s):
Introduces the vocabulary, sentence structure and
conversational skills needed to communicate in Spanish with
coworkers and inmates in a correctional facility. Topics
include the following: parts of speech, vocabulary, sentence
structure, and common phrases in the workplace and prison
system.

**CRJ 143 - PROBATION AND PAROLE**
Weekly Hours: Class – 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s):
This is will cover the history of both juvenile and adult
probation and the history of parole. The probation and
parole systems will be covered in general with a special emphasis on the Georgia systems and related laws. Rehabilitation theory and indeterminate punishments will be covered as well as the duties and tasks of probation and parole officers.

CRJ 150 - POLICE PATROL OPERATIONS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission.
Corequisite(s): 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.

CRJ 152 - POLICE ADMINISTRATION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission.
Corequisite(s): 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.

CRJ 154 - POLICE OFFICER SURVIVAL
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission.
Corequisite(s): This course examines the critical issues involved in the survival of a police officer. Emphasis is placed on conducting enforcement raids, managing hostage situations, controlling hazardous materials spills, search techniques, mechanics of arrest, and levels of force. Topics include: hazardous duty, public safety, and self-protection.

CRJ 156 - POLICE TRAFFIC CONTROL AND ACCIDENT INVESTIGATION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission.
Corequisite(s): 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.

CRJ 158 - FUNDAMENTAL ISSUES IN POLICING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission.
Corequisite(s): This course examines the fundamental issues within the occupation of policing. Emphasis is placed on ethics and professionalism, civil liability, interpersonal communications, mental health, substance abuse, health and wellness, equipment preparation, vehicle pullovers, and emergency vehicle operations. Topics include: occupational standards, health related hazards, and daily preparedness.

CRJ 160 - PRIVATE AND INDUSTRIAL SECURITY SERVICES
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission.
Corequisite(s): This course will provide an overview of the private and industrial security as it relates to the protection of industry, the community, and as helping hand to law enforcement agencies and organizations. Emphasis is placed on the role of watchman, guards, and patrolmen. Topics include: industry concerns, and occupational techniques.

CRJ 162 - METHODS OF CRIMINAL INVESTIGATION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission.
Corequisite(s): Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogation, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

CRJ 163 - INVESTIGATION AND PRESENTATION OF EVIDENCE
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): CRJ 162
Corequisite(s): This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homicide and suicide investigation.
CRJ 165 - COMMUNITY-ORIENTED POLICING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): CRJ 104
Corequisite(s): Presents the fundamentals for the community-oriented policing philosophy. Topics include: 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; organizational mental and physical restructuring; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies.

CRJ 167 - FIRST RESPONDER
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s): This is a course in advanced first aid procedures. The course will focus on the duties and responsibilities of first responders as well as the development of the skills necessary to respond to a medical emergency. Traditional CPR is also part of the course.

CRJ 168 - CRIMINAL LAW
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s): This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

CRJ 170 - ORIENTATION TO CORRECTIONS
Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s): Provides students with an orientation to the correctional officer workplace with an emphasis on skills needed for success in the corrections environment. Topics include: human resources, fire safety, accreditation, inmate management and supervision, suicide prevention, hostage situations, use of force, games criminals play, inmate manipulation, chemical and inflammatory agents, special needs offenders, communicable diseases and exposure control, team building, sexual harassment, and medical/psychological referral.

CRJ 171 - CORRECTIONS OPERATIONS PRACTICES
Weekly Hours: Class - 9; Lab - 0; Credit Hours: 9
Prerequisite(s): Program Admission
Corequisite(s): A more detailed view of the corrections workplace and extends discussion of many topics included in CRJ 170. Topics include: stress management, first aid and CPR, court procedures, interpersonal communications, substance abuse, cultural diversity, report writing and investigation, tool and key control, use of restraints, radio and telephone communications, pressure point control techniques, crisis prevention and intervention, crime scene procedures, self-contained breathing apparatus, security groups, inmate problem solving, searches and contraband, and true colors.

CRJ 175 - REPORT WRITING IN CRIMINAL JUSTICE
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s): 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.

CRJ 180 - HOSPITAL SECURITY
Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s):
Corequisite(s): This course will provide an overview of the safety and security issues relating to the modern medical facility. Topics include: hospital environment, security operations, special operations and concerns, workplace violence, CPR/First Aid training, alcohol and drugs, infant abduction and basic firearms safety. Students will be introduced to OHSA regulations and blood borne pathogens training.

CRJ 190 – MARKSMANSHIP AND FIREARMS FAMILIARIZATION
Weekly Hours: Class – 1; Lab – 4; Credit Hours: 3
Prerequisite(s):
Corequisites: Emphasizes proper shooting principles and proficiency using a virtual firearms simulator and live fire exercises. Other course topics include firearm familiarization, safe handling procedures of firearms, use and care of firearms, use of force
doctrine, and legal and moral aspects surrounding the use of deadly force.

**CRJ 202 - CONSTITUTIONAL LAW**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): CRJ 101  
Corequisite(s):  
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 Constitution, Bill of Rights and the Constitutional Amendments.

**CRJ 206 - CRIMINOLOGY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): CRJ 104  
Corequisite(s):  
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society’s reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

**CRJ 207 - JUVENILE JUSTICE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): CRJ 101  
Corequisite(s):  
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.

**CRJ 209 - CRIMINAL JUSTICE TECHNOLOGY PRACTICUM/INTERNSHIP**
Weekly Hours: Class - 0; Lab - 15; Credit Hours: 5  
Prerequisite(s): Completion of all required courses  
Corequisite(s):  
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in criminal justice activities, criminal justice theory applications, and independent study project.

**CRJ 212 - ETHICS IN CRIMINAL JUSTICE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Program Admission.  
Corequisite(s):  
This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.

**CRJ 2201 – CRIMINAL COURT**
Weekly Hours: Class – 5; Credit Hours: 5  
Prerequisite(s)  
Corequisite(s):  
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.

**CTD 101 - FUNDAMENTALS OF COMMERCIAL TRUCK DRIVING**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): None  
Corequisite(s):  
Fundamentals of Commercial Truck Driving introduces students to the trucking industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

**CTD 102 - BASIC OPERATIONS OF COMMERCIAL TRUCK DRIVING**
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5  
Prerequisite(s): None  
Corequisite(s): CTD 101  
This course focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations- operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling and uncoupling.

**CTD 103 - ADVANCED OPERATIONS OF COMMERCIAL TRUCK DRIVING**
Weekly Hours: Class - 1; Lab - 13; Credit Hours: 5
Advanced Operations focuses on developing driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of 44 (forty four) hours BTW instructional time in any combination (with CTD 102) of range and street/road driving. Note: State law requires that, whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

CUL 100 - PROFESSIONALISM IN CULINARY ARTS
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
The Professionalism in Culinary Arts course provides an overview of the professionalism in culinary arts and culinary career opportunities. Chef history, pride, and esprit d'corp are taught. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, and culinary work ethics.

CUL 110 - FOOD SERVICE SAFETY AND SANITATION
Weekly Hours: Class - 2; Lab - 4; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
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, HACCP, 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.

CUL 112 - PRINCIPLES OF COOKING
Weekly Hours: Class - 2; Lab - 11; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s):
The Principles of Cooking 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.

CUL 114 - AMERICAN REGIONAL CUISINE
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): CUL 110
Corequisite(s):
The American regional cuisine course emphasis is on terms, concepts, and methods necessary 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, methods of American regional food preparation, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUL 116 - FOOD SERVICE PURCHASING AND CONTROL
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): MAT 100
Corequisite(s):
Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUL 117 - INTRODUCTION TO CULINARY NUTRITION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite: Program Admission
Corequisite(s):
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.

CUL 121 - BAKING PRINCIPLES I
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): CUL 110
Corequisite(s): CUL 112
Baking Principles I presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads. 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, weights, measures, and conversions, preparation of baked goods, baking sanitation and hygiene, and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUL 122 - BAKING PRINCIPLES II
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): CUL 121
Corequisite(s):
Baking Principles II course presents the fundamental terms, concepts, and methods involved in preparation of 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, weights, measures, and conversions, preparation of baked goods, baking sanitation and hygiene, and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUL 124 - RESTAURANT AND HOTEL BAKING
Weekly Hours: Class - 3; Lab - 8; Credit Hours: 6
Prerequisite(s): CUL 121 and CUL 122
Corequisite(s):
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.

CUL 127 - BANQUET PREPARATION AND PRESENTATION
Weekly Hours: Class - 1; Lab - 8; Credit Hours: 4
Prerequisite(s): CUL 112
Corequisite(s):
Provides experience in the preparation of a wide variety of quantity foods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice is provided.

CUL 129 - FRONT OF THE HOUSE SERVICE
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
The front of the house service course introduces the fundamentals of dining and beverage service. Topics include: dining service/guest service, dining service positions and functions, restaurant business laws, preparation and setup, table side service, and Beverage Service and Setup. Laboratory practice parallels class work.

CUL 130 - PANTRY, HORS D’OEUVRES AND CANAPES
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): CUL 114
Corequisite(s):
Introduces basic pantry manager 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, basic garnishes, breakfast preparation, buffet presentation, cold preparations, cold sandwiches, salads and dressings, molds, garnishes, and cold hors d’oeuvres. Laboratory practice parallels class work.

CUL 132 - GARDE MANGER
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): CUL 130
Corequisite(s):
Emphasizes basic garde manger utilization and preparation of appetizers, condiments, and hors d’oeuvres. Topics include: hot and cold hors d’oeuvres; salads, dressings, and relishes; sandwiches; pâtés and terrines; chaud foids, gels, and molds; canapés; and garnishing, carving, and decorating. Laboratory practice parallels class work.

CUL 133 - FOOD SERVICE LEADERSHIP AND DECISION MAKING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
The Food Service Leadership and Decision Making course familiarize the student with the principles and methods of sound leadership and decision making in the hospitality industry. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.
CUL 137 - NUTRITIONAL FOOD AND MENU MANAGEMENT
Weekly Hours: Class - 1; Lab - 6; Credit Hours: 3
Prerequisite(s): CUL 100, CUL 110, CUL 112
Corequisite(s):
The nutritional food and menu management 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.

CUL 140 - BASIC NUTRITION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite: Program Admission
Corequisite(s):
This course will emphasize the correlation of nutrition and special needs/diets. Techniques to manipulate diets for special populations will be taught. Additional topics include current trends such as the effects of water, carbohydrates and phytochemicals in the discussions of good nutrition.

CUL 142 - MARKETING AND CUSTOMER SERVICE
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite: Program Admission
Corequisite(s):
This course focuses on skills necessary to promote sales and incorporate strategies to meet customer needs.

CUL 145 - FOOD SERVICE MANAGER IN TRAINING I
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite: Program Admission
Corequisite(s):
Introduction to culinary nutrition management including menu management, production, service, and customer relations.

CUL 146 - FOOD SERVICE MANAGER IN TRAINING II
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite: CUL 145
Corequisite(s):
Introduction to Culinary Nutrition Management that emphasizes the role of the manager, leadership, personnel, and program accountability.

CUL 215 - CONTEMPORARY CUISINE I
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): CUL 100, CUL 110, CUL 114
Corequisite(s):
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, and competition entry. Laboratory demonstration and student experimentation parallel class work.

CUL 216 - PRACTICUM/INTERNEHIP I
Weekly Hours: Class - 1; Lab - 30; Credit Hours: 11
Prerequisite(s): CUL 114, CUL 116, and CUL 127
Corequisite(s):
The Practicum/Internship I course provides the student with the opportunity to gain management/supervision 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 quarter. 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.

CUL 220 - CONTEMPORARY CUISINE II
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): CUL 112
Corequisite(s): CUL 215
Emphasizes supervision, and management concepts, knowledge, and skills necessary to restaurants serving contemporary cuisine. Topics include: menu selection, layout and design, on/off premise catering, entrepreneurship, small business management, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUL 224 - INTERNATIONAL CUISINE I
Weekly Hours: Class - 3; Lab - 8; Credit Hours: 6
Prerequisite(s): CUL 100, CUL 110, and CUL 114
Corequisite(s):
The International Cuisine I 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.
DCP 110 FACILITATING ACCESS TO COMMUNITY LIVING I

Weekly Hours: Class – 5; Credit Hours: 5
Prerequisite(s):
Corequisite(s):
Aims to help students begin to understand how support systems have changed over time, the importance of the values underlying those changes, and how planning and support actions begin with a much deeper understanding, or “discovery,” of who the individual is that requires support. This course also covers individual accomplishments, the resources and social capital present within the community, and information and tools for providing appropriate representation and support that facilitates a person’s contributions and interdependence to and with a community. Students also begin learning and practicing the Try Another Way training pioneered by Dr. Marc Gold, an early leader in systematic instruction technology.

DCP 111 – FACILITATING ACCESS TO COMMUNITY LIVING II

Weekly Hours: Class – 5; Credit Hours: 5
Prerequisite: DCP 110
Corequisite(s):
Begins with an exploration of effective training within natural work environments and other community settings. Support for persons with “challenging behaviors” is approached from a perspective of encouragement and motivation. The course contains basic and necessary information for Georgia’s DSPs covering basic rights, confidentiality, documentation, personal wellness, medical supports and medications. It concludes with conduct and expectations for support professionals, learning teams/learning organizations, and Georgia’s services system. The courses are intended to provide people working in direct support roles with the knowledge and tools that will enable their support of people within a context that is inclusive, community-based and person centered. Both courses combine classroom dialogue and application of the curriculum content to personal outcomes in the life of at least one person experiencing disabilities.

DCP 113 – DIRECT SUPPORT PRACTICUM I

Weekly Hours: Lab – 6; Credit Hours: 2
Prerequisites: DCP 110, DCP 111
Corequisite(s):
From the beginning, each student is paired with an individual who receives support services, so that subsequent information provided throughout the courses is related directly to an individual’s life circumstances. Classroom courses include practice activities and discussion. Practicum runs concurrently with each class and each student maintains a portfolio and journal documenting the skills and experiences obtained from the classroom courses and practicum. Students who are already employed with a community provider will likely (though not necessarily) use their own organization as a practicum site. A site agreement, however, must be secured for each site. It is likely that a student will have to do many things that pull him or her away from regular duties even if the regular assignment is in direct support. If a student has no existing opportunity to engage in a practicum experience, the instructor will assist in finding a practicum site in which the student can serve as a volunteer. There is no statewide requirement that the practicum occur during paid or unpaid time. Most participating providers pay for practicum time that occurs during a student’s normal work hours, and do not pay for experiential and classroom activities.

DCP 114 – DIRECT SUPPORT PRACTICUM II

Weekly Hours: Lab – 9; Credit Hours: 3
Prerequisites: DCP 110, DCP 111, DCP 113
Corequisite(s):
From the beginning, each student is paired with an individual who receives support services, so that subsequent information provided throughout the courses is related directly to an individual’s life circumstances. Classroom courses include practice activities and discussion. Practicum runs concurrently with each class and each student maintains a portfolio and journal documenting the skills and experiences obtained from the classroom courses and practicum. Students who are already employed with a community provider will likely (though not necessarily) use their own organization as a practicum site. A site agreement, however, must be secured for each site. It is likely that a student will have to do many things that pull him or her away from regular duties even if the regular assignment is in direct support. If a student has no existing opportunity to engage in a practicum experience, the instructor will assist in finding a practicum site in which the student can serve as a volunteer. There is no statewide requirement that the practicum occur during paid or unpaid time. Most participating providers pay for practicum time that occurs during a student’s normal work hours, and do not pay for experiential.

DDF 100 - DRAFTING FUNDAMENTALS

Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces fundamental concepts and operations necessary to utilize microcomputers for developing fundamental drafting techniques. Emphasis is placed on the basic concepts, terminology and techniques necessary for CAD applications. Topics include: history of drafting, safety practices, geometric terms/media sizes, hardware and software care and use, basic entities, CAD commands, Line Relations, basic CAD applications and geometric construction.
**DDF 101 - INTRODUCTION TO DRAFTING**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s):
Emphasizes the development of fundamental drafting techniques. Topics include: safety practices, terminology, care and use of drafting equipment, lettering, line relationships, and geometric construction.

**DDF 102 - SIZE AND SHAPE DESCRIPTION I**
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s)/Corequisite(s): DDF 101
Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include: multiview drawing, basic dimensioning practices, tolerances and fits, sketching, and precision measurement.

**DDF 103 - SIZE AND SHAPE DESCRIPTION II**
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s)/Corequisite(s): DDF 102
Continues dimensioning skill development and introduces sectional views. Topics include: advanced dimensioning practices and section views.

**DDF 105 - AUXILIARY VIEWS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s)/Corequisite(s): DDF 103
Introduces techniques necessary for auxiliary view drawings. Topics include: primary auxiliary views and secondary auxiliary views.

**DDF 106 - FASTENERS**
Weekly Hours: Class - 3; Lab - 6; Credit Hours: 6
Prerequisite(s): DDF 105
Corequisite(s):
Provides knowledge and skills necessary to draw and specify fasteners. Topics include: utilization of technical reference sources, types of threads, representation of threads, specification of threads, fasteners, and welding symbols.

**DDF 107 - INTRODUCTION TO CAD**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s)/Corequisite(s): DDF 102, SCT 100
Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include: terminology, CAD commands, basic entities, and basic CAD applications.

**DDF 108 - INTERSECTIONS AND DEVELOPMENT**
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s)/Corequisite(s): DDF 103, MAT 1015
Introduces the graphic description of objects represented by the intersection of geometric components. Topics include: surface development, establishment of true length, and intersection of surfaces.

**DDF 109 - ASSEMBLY DRAWINGS I**
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 5
Prerequisite(s)/Corequisite(s): DDF 108
Provides knowledge and skills necessary to make working drawings. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

**DDF 111 - INTERMEDIATE CAD**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): DDF 107, MAT 1015
Corequisite(s):
Continues developing CAD utilization skills in discipline-specific applications. Topics include: intermediate CAD commands, entity management, advanced line construction, block construction and management, command reference customization, advanced entity manipulation, and system variables.

**DDF 112 - 3-D DRAWING AND MODELING**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): DDF 111
Corequisite(s):
Continues developing CAD utilization skills in discipline-specific applications. Topics include: advanced CAD commands, CAD applications, macro utilization, application utilization, 3-D modeling, rendering, advanced application utilization, and pictorial drawings.

**DDF 120 - INTRODUCTION TO ANIMATION**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
Introduces students to the various techniques used to create 3D animations. Additionally, students will create animations utilizing digital lighting, materials, and other animation effects. Topics include: using various controllers, camera matching and tracking, hierarchy linking and inverse kinematics, mechanical motion, basic bone creation, and basic caricature creation.

**DDF 125 - DIGITAL LIGHTING**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
Introduces students to more advanced techniques in lighting and rendering of computer-generated art and animations. Students will learn how to incorporate lighting affects into
animation and still renderings. Topics include: lighting workflow, three point lighting, shadows, quality of light, and basic materials and rendering.

**DDF 133 - INTRODUCTION TO 3D STUDIO MAX OR VIZ**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
Introduces students to the fundamentals of 3D Studio Max or 3D Studio Viz. Topics include: basic program operation, modeling, modifiers, primitives and shapes, model animation, and basic lighting and camera operation.

**DDF 135 - MATERIALS FOR 3D MODELING**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
Introduces students to basic and advanced materials for use in 3D Studio Max or 3D Studio Viz. Topics include: material creation and application, types of materials, shaders, material libraries, and maps.

**DDS 202 - ADVANCED CAD**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): DDF 107, MAT 1015
Corequisite(s):
Continues developing CAD utilization skills in discipline specific applications. Topics include: DOS usage, advanced CAD commands, CAD applications, macro utilization, and application utilization.

**DDS 203 - SURVEYING I**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): DDF 107, MAT 1015
Corequisite(s):
Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

**DDS 204 - ESTIMATING**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): ENG 1010, MAT 1015
Corequisite(s):
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products. Topics include: blue print reading, material take-offs, price extension and utilization of reference sources.

**DDS 205 - RESIDENTIAL ARCHITECTURAL DRAWING I**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): DDF 111, DDF 112, DDS 201, ENG 1010, MAT 1015
Corequisite(s):
Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; and specifications.

**DDS 206 – MATERIALS, CODES & SPECIFICATIONS**
Weekly Hours: Class – 8; Lab - 2; Credit Hours: 9
Prerequisite(s): DDF 110, ENG 1010, MAT 1015
Corequisite(s):
Introduces materials, codes, and specifications as they apply to architectural design. Topics include: specification formats, reference source utilization, building codes and industry standards, and material selection and specification.

**DDS 207 - MECHANICAL SYSTEMS FOR ARCHITECTURE**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s)/Corequisite(s): DDS 205, DDS 206, PHY 1110,
Corequisite(s):
Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include: heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

**DDS 208 - RESIDENTIAL ARCHITECTURAL DRAWING II**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s)/Corequisite(s): DDS 205
Corequisite(s):
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; and mechanical and electrical systems.

**DDS 209 - STRUCTURAL STEEL DETAILING**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): DDF 111
Corequisite(s):
Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction. Topics include: office practices; steel shapes;
beam reaction; framed connections; seated connections; and columns, base plates, and splices.

**DDS 210 - COMMERCIAL ARCHITECTURAL DRAWING I**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s)/Corequisite(s): DDS 208; DDS 209 or DDS 241
Corequisite(s):
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.

**DDS 211 - COMMERCIAL ARCHITECTURAL DRAWING II 2-8-6**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s)/Corequisite(s): DDS 210 or DDS 242; PHY 222
Corequisite(s):
Provides in-depth commercial architectural drawing practice and develops commercial architectural design skills. Plans are designed to meet applicable codes. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, complete sets of commercial construction drawings, mechanical and electrical systems, and site plans.

**DDS 263 - METAL BUILDING SYSTEMS TWO**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 5
Prerequisite(s)/Corequisite(s): Metal Building Systems One or Industry Experience
Corequisite(s):
Provides Level One Detailer training for the pre-engineered metal building industry. Topics include an introduction to architectural drafting, steel shapes, steel connections, level one building drafting, and terminology.

**DDS 264 - METAL BUILDING SYSTEMS ONE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): DDF 111 or Industry Experience
Corequisite(s):
Provides an introduction to the pre-engineered metal building industry. Topics include project types, project process (marketing, contract, design, manufacturing, delivery, erection), and terminology.

**DEN 1010 - BASIC HUMAN BIOLOGY**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

**DEN 1020 - HEAD AND NECK ANATOMY**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
Focuses on normal head and neck anatomy. Topics include: osteology of the skull, muscles of mastication and facial expression, temporal mandibular joint, blood lymphatic and nerve supply of the head, and salivary glands and related structures.

**DEN 1030 - PREVENTIVE DENTISTRY**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s): DEN 106
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.

**DEN 1050 - MICROBIOLOGY AND INFECTION CONTROL**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
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.

**DEN 1060 - ORAL ANATOMY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Focuses on the development and functions of oral anatomy. Topics include: dental anatomy, oral histology, and oral embryology.

**DEN 1070 - ORAL PATHOLOGY AND THERAPEUTICS**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): DEN 106, DEN 101
Corequisite(s):
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 principles of pharmacology, drugs prescribed by the dental profession, drugs that may contraindicate treatment, and applied pharmacology (regulations, dosage, and application).

DEN 1090 - DENTAL ASSISTING NATIONAL BOARD EXAMINATION PREPARATION
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s)/Corequisite(s): Successful completion of all dental assisting didactic courses or two years of full-time work experience (3,500 hours) as a dental assistant, along with recommendation from the dentist employer.
Corequisite(s):
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.

DEN 1340 - DENTAL ASSISTING I
Weekly Hours: Class - 3; Lab - 6; Credit Hours: 6
Prerequisite(s): Program Admission
Prerequisite(s)/Corequisite(s): AHS 104, DEN 105, DEN 106
Introduces students to chairside assisting with diagnostic and operative procedures. Topics include: four-handed dentistry techniques, clinical data collection techniques, introduction to operative dentistry, dental material basics, infectious control procedures in dental environment with emphasis on CDC and ADA guidelines.

DEN 1350 - DENTAL ASSISTING II
Weekly Hours: Class - 3; Lab - 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): DEN 134
Corequisite(s):
Focuses on chairside assisting with operative and nonsurgical specialty procedures. Topics include: operative dentistry, prosthodontic procedures (fixed and removable), orthodontics, and pediatric dentistry.

DEN 1360 - DENTAL ASSISTING III
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): DEN 135
Corequisite(s):
Focuses on chairside assisting in surgical specialties. Topics include: periodontic procedures, oral and maxillofacial surgery procedures, endodontic procedures, management of dental office emergencies, and medically compromised patients.

DEN 1370 - DENTAL ASSISTING - EXPANDED FUNCTIONS
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): DEN 134, DEN 135
Corequisite(s):
Focuses on expanded duties of dental auxiliary personnel approved by the Georgia Board of Dentistry. Topics include: expanded functions approved by law for performance by dental assistants in the State of Georgia.

DEN 1380 - SCOPES OF PROFESSIONAL PRACTICE
Weekly Hours: Class - 1; Lab - 0; Credit Hours: 1
Prerequisite(s): Program Admission
Corequisite(s):
Focuses on ethics, jurisprudence, and employability skills for the dental assistant. Students will relate integration of didactic and laboratory instruction with clinical experiences. Topics include: ethics and jurisprudence related to the dental office, and employability skills.

DEN 1390 - DENTAL RADIOLOGY
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s)/Corequisite(s): DEN 102, DEN 106
Corequisite(s):
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.

DEN 1400 - DENTAL PRACTICE MANAGEMENT
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): DEN 134
Corequisite(s):
Emphasizes procedures for office management in dental practices. Topics include: records management in dentistry, appointment control in dentistry, dental insurance form preparation, accounting procedures in dentistry, supply and inventory control as related to dentistry, and operation of basic business equipment. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

DEN 1460 - DENTAL PRACTICUM I
Weekly Hours: Class - 0; Lab - 6; Credit Hours: 2
Prerequisite(s)/Corequisite(s): AHS 104, DEN 105, DEN 134, DEN 139
Corequisite(s):
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, general dentistry procedures, and dental radiography procedures.

**DEN 1470 - DENTAL PRACTICUM II**
Weekly Hours: Class - 0; Lab - 6; Credit Hours: 2
Prerequisite(s)/Corequisite(s): DEN 135, DEN 146
Corequisite(s):
Practicum focuses on advanced general dentistry procedures and chairside assisting in dental specialties with special emphasis on non-surgical specialties. Topics include: advanced general dentistry and specialties.

**DEN 1480 - DENTAL PRACTICUM III**
Weekly Hours: Class - 0; Lab - 24; Credit Hours: 8
Prerequisite(s)/Corequisite(s): DEN 103, DEN 137, DEN 140, DEN 134, DEN 135, DEN 136, DEN 146, DEN 147
Corequisite(s):
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.

**DHYG 1000 - DENTAL HYGIENE PRECLINICAL LECTURE**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): BIOL 2651
Corequisite(s):
Provides didactic information relating to fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Introduces a grouping of fundamental principles, practices, and issues common to the health care profession. Topics include: professionalism, patient assessment, patient history, intro and extra oral examination and documentation, basic setup, caries detection and classification, dental charting, documentation, periodontal probing and charting and oral health education.

**DHYG 1010 - DENTAL HYGIENE PRECLINICAL LAB**
Weekly Hours: Class - 0; Lab - 3; Credit Hours: 1
Prerequisite(s): Program Admission
Corequisite(s):
Provides fundamental skills in the dental environment. The course focuses on infection control procedures and exposure management. Topics include: asepsis; dental terminology; ethics, professionalism; emergencies; patient assessment; and patient and clinician positioning.

**DHYG 1020 - DENTAL BIOLOGY**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): BIOL 2651
Corequisite(s):
Focuses on normal head and neck anatomy, the study of cells and tissues of the human body, with emphasis on those tissues that compose the head neck, and oral cavity. Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary teeth. Topics include: osteology of the skull, muscles of mastication and facial expression, temporal mandibular joint, arterial and nerve supply of the head and salivary glands, the oral cavity and related structures, general histology, embryology and dental histology; oral cavity clinical structures, dental anatomy and morphology, occlusion, and dental terminology.

**DHYG 1030 - PHARMACOLOGY**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Admittance into the Dental Hygiene Program
Corequisite(s):
Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasis 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, and dental related anesthesia.

**DHYG 1060 - INTRODUCTION TO DENTAL HYGIENE**
Weekly Hours: Class - 0; Lab - 3; Credit Hours: 1
Prerequisite(s): Program Admission
Corequisite(s):
Provides fundamental skills in the dental environment. The course focuses on infection control procedures and exposure management. Topics include: asepsis; dental terminology; ethics, professionalism; emergencies; patient assessment; and patient and clinician positioning.

**DHYG 1070 - RADIOLOGY LECTURE**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include: radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.
**DHyG 1080 - RADIOLOGY LAB**
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 1
Prerequisite(s): DHyG 1000, 1010, 1020
Corequisite(s):
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, and legal issues of dental radiography.

**DHyG 1100 - DENTAL HYGIENE LECTURE I**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): DHyG 1000, 1010
Corequisite(s):
Continues the development of student skills in patient care. Topics include: care of dental appliances, patient management, dental calculus, bacterial plaque and soft deposits, skin and discoloration, principles of calculus removal, principles of polishing, principles of fluoride applications, disclosing agents, plaque control, and instrument selection.

**DHyG 1110 - DENTAL HYGIENE CLINIC I**
Weekly Hours: Class - 0; Lab - 9; Credit Hours: 3
Prerequisite(s): DHyG 1000, 1010
Corequisite(s):
Continues the development of student skills in patient care. Topics include: care of dental appliances, patient management, dental calculus, bacterial plaque and soft deposits, skin and discoloration, principles of calculus removal, principles of polishing, principles of fluoride applications, disclosing agents, plaque control, and instrument selection.

**DHyG 1120 - PATHOLOGY**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): DHyG 1000, 1010, 1020
Corequisite(s):
Introduces pathology, including etiology, progression of and recognition of various pathological conditions. Emphasizes pathology of the oral structures and oral manifestations of systemic disease that affect oral health. Topics include: terminology, pathology of oral dental anomalies, genetic diseases, inflammation and regeneration, pathology of oral structures, cysts and tumors of the head and neck, disease of salivary glands, blood dyscrasias, diseases of bone, vesiculo-erusive diseases, and autoimmune diseases.

**DHyG 1200 - DENTAL HYGIENE LECTURE II**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): DHyG 1100, 1110
Corequisite(s):
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening, patient assessment, treatment planning, antimicrobial use, pulp vitality testing, treatment of hypersensitivity, and table clinics.

**DHyG 1210 - DENTAL HYGIENE CLINIC II**
Weekly Hours: Class - 0; Lab - 9; Credit Hours: 3
Prerequisite(s): DHyG 1100, 1110
Corequisite(s):
Continues the development of student skills in treating patients and preventing oral disease. Topics include: instrument sharpening, patient assessment, treatment planning, oral irrigation devices, and treatment of hypersensitivity.

**DHyG 1220 - PERIODONTOLOGY**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): DHyG 1000, 1010, 1020, 1100, 1110
Corequisite(s):
Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal disease, and an introduction to modern rational periodontal therapy, including preventive, nonsurgical, and surgical methods. Topics include: periodontal disease complex, disease prevention, disease treatment, drug therapy, immunology, microorganisms associated with periodontology, and osseous integration.

**DHyG 2000 - DENTAL HYGIENE LECTURE III**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): DHyG 1200, 1210
Corequisite(s):
Provides didactic information relating to special needs patients. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist’s role as a nutrition educator. Topics include: special needs patients, ultrasonic and air polishing devices, patient assessment, special needs patient management, nutritional aspects, nutritional disorders, and diet assessment.

**DHyG 2010 - DENTAL HYGIENE CLINIC III**
Weekly Hours: Class - 0; Lab - 12; Credit Hours: 4
Prerequisite(s): DHyG 1200, 1210
Corequisite(s):
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include: instrument sharpening, scaling and root planing, oral irrigation and antimicrobial agents, dental health education, applied techniques, patient assessment, and patient management.

**DHyG 2020 - COMMUNITY DENTAL HEALTH**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 4
Prerequisite(s): DHYG 1200, 1210
Corequisite(s):
Provides students with a broad understanding of the health care system and an objective view of the significant social, political, psychological, and economic forces directing the system. Prepare 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, sociological concepts related to dentistry, terminology, dental care systems, biostatistics, and concepts of dental research.

DHYG 2030 - DENTAL MATERIALS
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite(s): DHYG 1000, 1010
Corequisite(s):
Focuses on the nature and qualities of modern dental materials, their composition and manipulation, and how this will assist the dental hygienist in professional duties. Topics include: dental material properties, restorative dental materials, dental material standards, preventive dental agents, adjunct dental materials, and quality assurance for dental material.

DHYG 2100 - DENTAL HYGIENE LECTURE IV
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): DHYG 2000, 2010
Corequisite(s):
Continues the development of student knowledge necessary for treatment and prevention of oral disease. Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include: recall systems, ergonomics, advancements in dental technology, practice management, special needs patients, periodontal screening and recording (P.S.R.), applied techniques. Other topics include employability skills, State of Georgia Dental Practice Act, expanded duties, legal aspects of dental hygiene, dental ethical considerations, dental hygiene practice settings, and dentistry and dental hygiene regulation.

DHYG 2110 - DENTAL HYGIENE CLINIC IV
Weekly Hours: Class - 0; Lab - 15; Credit Hours: 5
Prerequisite(s): DHYG 2000, 2010
Corequisite(s):
Continues the development of student skills necessary for treatment and prevention of oral disease. Focuses on the dental hygiene field and presents the fundamental skills necessary for successful participation in the dental profession. Topics include: periodontal screening and recording (P.S.R.), employability skills, office management, expanded duties and applied techniques.

DMA 1030 – INTERMEDIATE NUTRITION
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Program Admission
Corequisite(s):
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

DMA 1050 – NUTRITION DATA AND RECORDS MANAGEMENT
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): DMA 1030
Corequisite(s):
A study of records management of individual nutrition data. Topics include: conduct nutrition screening, communicate client information to health professionals, utilize nutrition data in care plan, evaluate care plan effectiveness, implement continuous quality improvement, participate in regulator agency surveys, and provide appropriate service.

DMM 154 – WORKING IN THE WAREHOUSING ENVIRONMENT
Weekly Hours: Class – 2; Lab - 0; Credit Hours: 2
Prerequisite(s)/Corequisite(s):
Provides instruction in the primary mission of a warehouse and distribution center and the importance of these skills to a company’s competitiveness and profitability. Topics include introduction to business principles, general plant safety, positive work ethics, and management of change in the warehousing industry.

DMM 156 – WAREHOUSING AND WORKPLACE PRACTICES
Weekly Hours: Class – 2; Lab - 0; Credit Hours: 2
Prerequisite(s)/Corequisite(s):
Provides training in the workplace practices that contribute to success on the job: effective communication, projecting a positive image, and knowledge of the principles of good health. Another objective of the course is to provide training in the skills employees bring to the workplace that enhance their value to the organization. Topics include listening skills, teamwork, personal wellness, problem solving, and job interview skills.

DMM 158 – WAREHOUSING AND DISTRIBUTION PROCESS
Weekly Hours: Class – 4; Lab - 0; Credit Hours: 4
Prerequisite(s)/Corequisite(s):
Introduces the mission of warehouses and distribution centers, various types of jobs done by employees in a
warehouse, and how distribution centers are organized to perform their mission. Topics include warehousing and distribution mission and operations, key warehousing job functions, warehousing productivity measures, and tools for excellence.

**DMM 160 – CORE WAREHOUSING SKILLS**
Weekly Hours: Class – 3; Lab - 0; Credit Hours: 3  
Prerequisite(s)/Corequisite(s):  
Provides training in practices necessary for safe working conditions in a technical environment, the use of powered equipment, preparing and protecting merchandise for shipment, and proper use and recovery of hazardous materials. Topics include fundamentals of electricity, powered industrial trucks, processing hazardous materials, protecting materials and merchandise, waste recovery, and containment.

**DMM 162 – WAREHOUSING TECHNOLOGY SKILLS**
Weekly Hours: Class – 4; Lab - 0; Credit Hours: 4  
Prerequisite(s)/Corequisite(s):  
This course provides participants with the knowledge and skills necessary to work more effectively in warehousing and distribution careers. Topics include warehouse data applications, scanners and data entry, handling systems, introduction to computers and automation, and methods of inventory management.

**ECE 1010 - INTRODUCTION TO EARLY CHILDHOOD CARE AND EDUCATION**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
This course introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, professionalism, guidance, assessment and curriculum planning, learning environment, cultural diversity and licensing and accreditation.

**ECE 1012 - CURRICULUM DEVELOPMENT**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 3  
Prerequisite(s)/Corequisite(s): ECE 1010, ECE 1030  
Corequisite(s):  
This course assists the student in understanding that play, developmental integration and active learning are critical to achieving meaningful curriculum for young children. The course develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, transitional activities, approaches to teaching, learning, and assessing, and appropriate assessment strategies.

**ECE 1013 - ART FOR CHILDREN**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
This course introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity and children’s creative development; facilitation of children’s creative expression; appreciation of children’s art processes and products; and art appreciation.

**ECE 1014 - MUSIC AND MOVEMENT**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3  
Prerequisite(s): ECE 1030  
Corequisite(s):  
This course introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include: spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; theoretical foundations; and music appreciation.

**ECE 1021 - EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM I**
Weekly Hours: Class - 1; Lab - 6; Credit Hours: 3  
Prerequisite(s): ECE 1030  
Corequisite(s): ECE 1050  
This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training 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.

**ECE 1022 - EARLY CHILDHOOD CARE AND EDUCATION PRACTICUM II**
Weekly Hours: Class - 1; Lab - 6; Credit Hours: 3  
Prerequisite(s): ECE 1021  
Corequisite(s): ECE 1021  
This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training 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; and becoming a professional.

**ECE 1025 - PROFESSIONALISM THROUGH CDA CERTIFICATE PREPARATION**

Weekly Hours: Class - 2; Lab - 1; Credit Hours: 2
Prerequisite(s): Program Admission, ECE 1010, ECE 1030, ECE 1050, 480 clock hours of work experience within the last 60 months with young children and/or ECE 1021 and ECE 1022
Corequisite(s):
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.

**ECE 1026 - CDA CERTIFICATE ASSESSMENT PREPARATION**

Weekly Hours: Class - 2; Lab - 1; Credit Hours: 2
Program Admission; ECE 1010, ECE 1030, ECE 105, 480 clock hours of work experience within the last 60 months with young children or ECE 1021, ECE 1022,
Corequisite(s): ECE 1025
Provides opportunities to demonstrate and obtain documentation of student competency. Topics include: Professional resource file completion; parent opinion questionnaires; formal observation; oral interview; and written assessment.

**ECE 1030 - HUMAN GROWTH AND DEVELOPMENT I**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
This course introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 5 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 providing positive guidance. Topics include: developmental characteristics, prenatal through age five; observing and recording techniques; ages and stages of development; and an introduction to children with special needs.

**ECE 1050 - HEALTH, SAFETY AND NUTRITION**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

**ECE 1052 - EARLY ADOLESCENCE**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the student to the physical, social, emotional, and intellectual development of the early adolescent (12 – 15 years of age). Provides learning experiences related to the principles of human growth, development, and maturation, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, and developmentally appropriate practice.

**ECE 2010 - EXCEPTIONALITIES**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ECE 1030
Corequisite(s):
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 special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

**ECE 2020 - SOCIAL ISSUES AND FAMILY INVOLVEMENT**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Enables the student to value the complex characteristics of children’s families and communities, and 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.

**ECE 2030 - HUMAN GROWTH AND DEVELOPMENT II**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s): This course introduces the student to the physical, social, emotional, and intellectual development of human beings from age 6 through the lifespan, emphasizing school aged children (6-12 years of age). Provides learning experiences related to the principles of human growth, development, and theories of learning and behavior. Topics include: developmental characteristics, guidance techniques, ages and stages of development, introduction to children with special needs, and observation and recording techniques.

**ECE 2110 - METHODS AND MATERIALS**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ECE 1012
Corequisite(s): This course develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instruction, and learning environments.

**ECE 2115 - LANGUAGE ARTS AND LITERATURE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ECE 1030
Corequisite(s): This course develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition and use of technology in language arts.

**ECE 2116 - MATH AND SCIENCE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ECE 1030
Corequisite(s): This course presents the process of introducing science and math concepts to young children. It includes planning and implementation of developmentally appropriate activities, and development of methods and techniques of delivery. Topics include: cognitive stages and developmental processes in math and science; math and science activity planning; and development of math and science materials.

**ECE 2120 - PROFESSIONAL PRACTICES AND CLASSROOM MANAGEMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ECE 2110
Corequisite(s): ECE 2110
This course develops knowledge that will enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: professional qualifications, professionalism, application of guidance techniques, and classroom management.

**ECE 2132 - INFANT/TODDLER DEVELOPMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s): Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn from birth to three. Principles of brain development and language 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.

**ECE 2134 - INFANT/TODDLER GROUP CARE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s): This course 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.

**ECE 2136 - INFANT/TODDLER CURRICULUM**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ECE 2132 and ECE 2134
Corequisite(s): Addresses the basic issues of how to translate significant research findings about the relationship of early brain and language development into classroom practices and how to arrange optimal learning experiences/activities at both the individual and group levels. Utilizes the latest findings about the minds of children and how they discover the world as well as developmental profiles and characteristics of children in a specific age range to present materials and strategies that may be used with individual children birth to age three.
Examines how to design and implement learning experiences geared to address each child’s needs regardless of how typical or atypical that child’s development. Addresses strategies to most effectively work with a group of very young children, one or more of which may be significantly challenged in physical, cognitive, language, social, or behavioral development.

**ECE 2142 – FAMILY CHILDCARE PROGRAM MANAGEMENT**

Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Topics include: rules and regulations; professional practices; and program management.

**ECE 2144 – FAMILY CHILDCARE BUSINESS MANAGEMENT**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

**ECE 2170 - PROGRAM ADMINISTRATION**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Program Admission  
Corequisite(s):  
Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

**ECE 2210 - FACILITY MANAGEMENT**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Program Admission  
Corequisite(s):  
Provides training in early childhood facilities management. Topics include: space management, money management, and program, equipment and supplies management.

**ECE 2220 - PERSONNEL MANAGEMENT**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Program Admission  
Corequisite(s):  
This course provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluation; and ethical responsibilities to employees.

**ECE 2240 - EARLY CHILDHOOD CARE AND EDUCATION INTERNSHIP**

Weekly Hours: Class - 0; Lab - 36; Credit Hours: 12  
Prerequisite(s): Program Admission  
Corequisite(s):  
Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student’s performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development and resource file (portfolio) development.

**ECE 2251 - DESIGNING PROGRAMS AND ENVIRONMENTS FOR SCHOOL AGE CHILDREN AND YOUTH**

Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4  
Prerequisite(s): Program Admission  
Corequisite(s):  
Provides the student with information about preparing appropriate environments and planning and implementing activities for school age children and youth. This class includes 30 hours of lab, during which the student will be observed implementing the concepts learned in class. Topics include: space design, varied choices and program activities to promote interest in: athletic/physical development, community involvement, cultural arts literacy, math, science and technology, and positive social relationships.

**ECE 2260 - CHARACTERISTICS OF YOUNG CHILDREN WITH EXCEPTIONALITIES**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): ECE 2010  
Corequisite(s):  
This course prepares child care providers and paraprofessionals with knowledge and skills in the area of physical and motor impairments, talented and giftedness, 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, and multiple disabilities.

**ECE 2262 - CLASSROOM STRATEGIES AND INTERVENTION**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): ECE 2010  
Corequisite(s):  
This course prepares child care providers and paraprofessionals with knowledge and skills in the area of coping with a disability, working with families as partners, examining the laws and regulations, exploring resources, service providers and agencies that may assist the child and their family, examining the adaptations and modifications to facilities and environments, reviewing the referral process, implementing inclusion, modifying teaching and instruction to accommodate the child with special needs, and investigating ways to document and chart observations.

**ECE 2264 - EXPLORING YOUR ROLE IN THE EXCEPTIONAL ENVIRONMENT**

Weekly Hours: Class - 3; Lab - 0; Credit Hours: 5  
Prerequisite(s): ECE 2010  
Corequisite(s):  
This course prepares child care providers and paraprofessionals with knowledge and skills in the area of examining the assessments and screenings used for placement, exploring resources, service providers and agencies that may assist the child in the child care or educational environment, examining the adaptations and modifications to environments, reviewing the referral process, implementing inclusion, and modifying teaching and instruction to accommodate the child with special needs.

**ECO 1101 - PRINCIPLES OF ECONOMICS**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Program Admission  
Corequisite(s):  
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.

**ECO 2105 - PRINCIPLES OF MACROECONOMICS**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include: basic economic principles, macroeconomic principles, macroeconomic theory, macroeconomic policy, money and banking, and United States economy in perspective.

**ECO 2106 - PRINCIPLES OF MICROECONOMICS**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides a description and analysis of microeconomic operations in contemporary society. Emphasis is placed on developing an understanding of microeconomic concepts and theories as they apply to daily life. Topics include: basic economic principles; theory of the corporate firm; market system; market structure, pricing, and government regulation; resource markets; and international trade.

**EHO 100 - HORTICULTURE SCIENCE**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Introduces the fundamentals of plant science and horticulture as a career field. Topics include: industry overview, plant parts, plant functions, environmental factors in horticulture, soil function and components, fertilizer elements and analysis, and propagation techniques.

**EHO 101 - WOODY ORNAMENTAL PLANT IDENTIFICATION**

Weekly Hours: Class - 5; Lab - 2; Credit Hours: 6  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Emphasizes the taxonomy, identification, and culture requirements of herbaceous plants. Topics include: introduction to herbaceous plants, classification of herbaceous plants, and herbaceous plant identification and culture requirements.

**EHO 102 - HERBACEOUS PLANT IDENTIFICATION**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Emphasizes the taxonomy, identification, and culture requirements of herbaceous plants. Topics include: introduction to herbaceous plants, classification of herbaceous plants, and herbaceous plant identification and culture requirements.
EHO 103 - GREENHOUSE OPERATIONS I
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Develops a basic understanding of greenhouse design, construction, and environmental factors affecting plant growth. Topics include: greenhouse construction, greenhouse heating and cooling, greenhouse soil functions and components, irrigation types and effects, fertilizer types and applications, and fall crops for the local area.

EHO 104 – BASIC LANDSCAPE CONSTRUCTION
Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s): Provisional Admission
Corequisite(s):
Develops skills necessary to design and construct landscape features such as retaining walls, landscape paving, and drainage systems. Topics include: tool use and safety, retaining walls, drainage systems and erosion protection, and landscape paving.

EHO 105 - NURSERY PRODUCTION
Weekly Hours: Class -23; Lab - 5; Credit Hours: 4
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

EHO 106 - LANDSCAPE DESIGN
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

EHO 107 - LANDSCAPE INSTALLATION
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces cultural techniques required for proper landscape installation with emphasis on practical application. Topics include: landscape installation procedures and managerial functions for landscape installers.

EHO 108 - PEST MANAGEMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Provides experience in insect, disease, and weed identification and control with emphasis on safety and legal requirements for state licensure. Topics include: identification of insects, diseases, and weeds; safety regulations; equipment use and care; and regulations for licensure.

EHO 112 - LANDSCAPE MANAGEMENT
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces cultural techniques required for proper landscape maintenance with emphasis on practical application and managerial techniques. Topics include: landscape management and administrative functions for landscape management.

EHO 114 - GARDEN CENTER MANAGEMENT
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s)/Corequisite(s): Provisional Admission
Corequisite(s):
Presents cultural and managerial techniques required for success in the garden center industry. Topics include: garden center establishment, garden center management, and post-production handling and marketing.

EHO 115 - ENVIRONMENTAL HORTICULTURE INTERNSHIP
Weekly Hours: Class - 0; Lab - 10; Credit Hours: 3
Prerequisite(s): Completion of all essential fundamental courses.
Corequisite(s):
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.

EHO 123 - GREENHOUSE PRODUCTION
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): EHO 103
Corequisite(s):
Continues hands-on experience in crop production with emphasis on spring foliage crops and managerial skills. Topics include: light and temperature; insects and diseases; production and scheduling; and winter, spring, and foliage crops for the local area.
EHO 125 - PLANT PROPAGATION
Weekly Hours: Class - 3; Lab - 6; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
Introduces the student to the basic principles of plant propagation. Focus of the course will be hands-on experience. Topics include: seed germination, rooting cuttings, propagation facilities construction, layering, insect disease and control, and cultural controls for propagation.

EHO 131 - IRRIGATION
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

EHO 133 - TURFGRASS MANAGEMENT
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
A study of turf grass 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.

EHO 151 - SEASONAL COLOR MANAGEMENT
Weekly Hours: Class - 3; Lab - 6; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Emphasis is placed on the design, installation, and maintenance of annual and perennial flowers in landscapes. Topics include: design, bed preparation, material selection, installation, maintenance, and identification of seasonal color displays.

EHO 159 - LANDSCAPE ORGANIZATIONS CERTIFICATION REVIEW
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Completion of program specific courses
Corequisite(s):
Prepares students for various state and national green industry certification exams.

EHO 162 - GREENHOUSE MANAGEMENT II
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s): EHO 103
Corequisite(s):
Continues hands-on experience in crop production with emphasis on spring foliage crops and managerial skills. Topics include: light and temperature; insects and diseases; production and scheduling; and winter, spring, and foliage crops for the local area.

EHO 172 - FLORAL DESIGN
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 4
Prerequisite(s): Provisional Admission
Corequisite(s):
Develops skills in the arrangement of flowers and filler materials to form marketable arrangements for special occasions. Topics include: floral materials, design, flower conditioning, arrangements.

EHO 173 - FLORAL DESIGN II
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Continues development of skills in the arranging of flowers and filler materials to form marketable arrangements for special occasions. Topics include: floral materials, floral design principles, and constructing floral arrangements.

EHO 175 - INTERIORSCAPING
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Develops the skills involved in designing, installing, and maintaining interior plantings. Topics include: industry overview, environmental requirements, nutrient requirements, maintenance practices, plant disorders, design, and installation.

ELC 104 - SOLDERING TECHNOLOGY
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite(s): Provisional Admission
Corequisite(s):
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, total quality management concepts, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELC 110 - ALTERNATING CURRENT II
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): IFC 102 or ELC 109
Corequisite(s):
Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and oscilloscopes. Topics include: reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.
ELC 115 - SOLID STATE DEVICES II
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): IFC 103 or ELC 114
Corequisite(s):
Continues the exploration of the physical characteristics and applications of solid state devices. Topics include: bipolar junction theory, bipolar junction application, and field effect transistors.

ELC 118 - DIGITAL ELECTRONICS I
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ELC 115
Corequisite(s):
Introduces the basic building blocks of digital circuits. Topics include: binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment.

ELC 119 - DIGITAL ELECTRONICS II
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 4
Prerequisite(s)/Corequisite(s): ELC 118
Corequisite(s):
Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include: flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, display drivers, and analog to digital and digital to analog conversions.

ELC 130 – MOBILE AUDIO AND VIDEO SYSTEMS
Weekly Hours: Class – 4; Lab – 2; Credit Hours: 5
Prerequisite: IFC 101
Corequisite: IFC 102
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.

ELC 131 – MOBILE SECURITY, REMOTE START, AND NAVIGATIONAL SYSTEMS
Weekly Hours: Class – 2; Lab – 6; Credit Hours: 5
Prerequisite: IFC 101
Corequisite: IFC 102
Provides the fundamental concepts for the installation of automotive security and convenience systems. Topics include basic security systems, remote start systems, navigational system concepts, and troubleshooting electrical problems.

ELT 100 - ELECTRICAL WORKER
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces work hazards present during the construction of manufacturing homes or construction sites. Emphasis is placed on the proper use of electrical tools and equipment and maintenance of these tools on the work site. Topics include hazards of electricity, safe use electrical tools and equipment, and the repair of electrical cords, plugs, lights, and smirches.

ELT 101 - SAFETY
Weekly Hours: Class - 2; Lab - 1; Credit Hours: 2
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces hazards related to the use of electricity, how electrical shock or electrocution occurs, and methods of prevention and treatment. Emphasis is placed on proper use of hand tools, power tools, and equipment to avoid electrical shock, and first aid and CPR methods. Topics include: hazards of electricity, safety tools and equipment, and first aid and cardiopulmonary resuscitation.

ELT 102 - ELECTRICITY PRINCIPLES I
Weekly Hours: Class - 8; Lab - 6; Credit Hours: 9
Prerequisite(s)/Corequisite(s): MAT 102
Corequisite(s):
Introduces electrical theory and principles used in residential, commercial, and industrial wiring applications. Emphasis is placed in electron theory, DC and AC circuits, Ohm’s law, test equipment, transformers, and electrical power systems. Topics include: electricity production, electrical formulas, test equipment, transformer fundamentals, and fundamentals of AC and DC circuits.

ELT 106 - ELECTRICAL PRINTS, SCHEMATICS, AND SYMBOLS
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): IFC 100, IFC 101
Corequisite(s):
Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading scales and measurement.

ELT 107 - COMMERCIAL WIRING I
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): ELT 106, ELT 121, IFC 100
Corequisite(s):
Introduces commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, and safety.

ELT 108 - COMMERCIAL WIRING II
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): ELT 107
Corequisite(s):
Presents the study of three-phase power systems, fundamentals of AC motor controls, and the basic transformer connections. Topics include: three-phase power systems, fundamentals of AC motor control, and transformer connections (single-phase and three-phase step down) and introduction of low voltage systems.

**ELT 109 - COMMERCIAL WIRING III**
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s)/Corequisite(s): ELT 107, ELT 108
Corequisite(s):
Presents the theory and practical application of conduit installation, system design, and related safety requirements. Topics include: conduit installation, system design concepts, and safety procedures.

**ELT 110 - STATE LICENSE PREPARATION**
Weekly Hours: Class - 3; Lab - 12; Credit Hours: 7
Prerequisite(s): ELT 102, ELT 103, ELT 104, ELT 105, ELT 106, MAT 1012
Corequisite(s):
Provides the student with the rules and regulations they must use while working with electricity. Topics include: general knowledge, wiring protection, wiring method and material, equipment for general use, special occupancies, special equipment, special condition, and tables.

**ELT 111 - SINGLE-PHASE AND THREE-PHASE MOTORS**
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): ELT 109, IFC 100, IFC 101
Corequisite(s):
Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.

**ELT 112 - VARIABLE SPEED/LOW VOLTAGE CONTROLS**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s)/Corequisite(s): ELT 111
Corequisite(s):
Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

**ELT 113 - PROGRAMMABLE LOGIC CONTROL I**
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 4
Prerequisite(s): ELT 111, ELT 112 (for Industrial Electrical Technology students only). Corequisite: ELT 118.
Prerequisite(s)/Corequisite(s): IFC 101, IFC 102, IMT 120 (for non-Industrial Electrical Technology students)
Corequisite(s):
Introduces operational theory, systems terminology, field wiring/installation, and start-up procedures for programmable logic controls. Emphasis will be placed on PLC programming, connections, installations, and start-up procedures. Topics include: introductory programming, PLC functions and terminology, processor unit and power supply, introductory numbering system, relay/programming logic, and field wiring/installation and start-up.

**ELT 114 - PROGRAMMABLE LOGIC CONTROL II**
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 2
Prerequisite(s)/Corequisite(s): ELT 113
Corequisite(s):
Provides for development of operational skills in the use of PLC equipment and peripheral devices. Emphasis is placed on printers and other peripheral devices, PLC hard wiring, program writing, installation procedures, and operation of a PLC program. Topics include: program control information/data manipulation, report generation (outputs), peripheral devices, field wiring/installation, start-up, troubleshooting, and program enhancement/optimization.

**ELT 115 - DIAGNOSTIC TROUBLESHOOTING**
Weekly Hours: Class - 1; Lab - 6; Credit Hours: 3
Prerequisite(s)/Corequisite(s): Advisor’s approval.
Corequisite(s):
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.

**ELT 116 - TRANSFORMERS**
Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4
Prerequisite(s): ELT 109, IFC 101
Corequisite(s):
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.
ELT 117 - NATIONAL ELECTRICAL CODE INDUSTRIAL APPLICATIONS
Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s): ELT 109
Corequisite(s):
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.

ELT 118 - ELECTRICAL CONTROLS
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s): ELT 111, ELT 112, ELT 108
Corequisite(s):
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, operation, application and ladder diagrams... Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and operation of controllers and controls.

ELT 119 - ELECTRICITY PRINCIPLES II
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): IFC 100
Corequisite(s): IFC 101, MAT 1012
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.

ELT 120 - RESIDENTIAL WIRING I
Weekly Hours: Class - 3; Lab - 5; Credit Hours: 5
Prerequisite(s): ELT 119, IFC 100, IFC 101
Corequisite(s): ELT 106, ELT 121
This course is designed to provide the student with a basic understanding of microprocessor and microcontroller operation, programming, interfacing, interrupts, and troubleshooting. The choice of microprocessor and microcontroller used in the lab experiences and illustration of basic operation is not important. The main objective of the course is to give the student a basic understanding of microprocessor operation and applications.

ELT 121 - RESIDENTIAL WIRING II
Weekly Hours: Class - 5; Lab - 3; Credit Hours: 6
Prerequisite(s)/Corequisite(s): ELT 120
Corequisite(s):
Continues in-depth study of current microprocessors. Emphasis is placed on application and operation of current generation microprocessors. Topics include: instruction set, assembler, addressing schemes, debugging, and memory devices.

ELT 122 - INDUSTRIAL PLC’S
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s): ELT 111, ELT 112, ELT 118
Corequisite(s):
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.

ELT 126 - WIRE PULLING/CODES
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
The purpose of this course is to learn procedures for the installation of cabling systems. Through this process students will learn several types of cabling technologies that address the areas of video, voice and data communication.

ELT 150 - CONDUIT SIZING
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
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.

ELT 151 – GROUNDING AND BONDING
Weekly Hours: Class – 2; Lab – 2; Credit Hours: 3
Prerequisite(s)/Corequisites: None
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.

EMC 100 - INTRODUCTION TO THE EMT PROFESSION
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers
Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include:

- Basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediate,
- Well being of the EMT—Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

**EMC 103 - PATIENT ASSESSMENT AND AIRWAY FOR THE EMT**

Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s): EMC 100

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2 and 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Sections 5, 6, and 7. Topics include: Scene-Size Up, Initial Assessment, Focused History and Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, EMS communications for the EMT-I, airway, advanced airway and Basic/Advanced Airway Management.

**EMC 105 - MEDICAL/BEHAVIORAL AND OB/PEDIATRIC EMERGENCIES FOR THE EMT**

Weekly Hours: Class - 3; Lab - 1; Credit Hours: 4
Prerequisite(s): EMC 103
Corequisite(s):

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic emergencies, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, ob/gyn emergencies, infants & children and patients with special needs.

**EMC 108 - TRAUMA EMERGENCIES AND WMD RESPONSE**

Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): EMC 105
Corequisite(s):

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. Topics Include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine and emergency medical response to WMD.

**EMC 110 - SUMMATIVE EVALUATIONS FOR THE EMT - BASIC**

Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): EMC 100, EMC 103
Corequisite(s): EMC 105, EMC 108

The course serves as the exit point for students taking only the EMT-Basic program. Students continuing on to the EMT-Intermediate portion of the curriculum must pass this course in order to continue. The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This class will also contain a Comprehensive review of the US DOT EMT-Basic 1994 Curriculum, as well as portions of the NSC EMT-Intermediate 1985 Curriculum that were covered in EMS XX1 and EMS XX2, and a comprehensive written and practical exam that will serve to verify the students competencies before proceeding to the EMT-Intermediate Courses.

**EMC 113 - PHARMACOLOGY AND SHOCK/TRAUMA MANAGEMENT FOR THE EMT - INTERMEDIATE**

Weekly Hours: Class - 2; Lab - 1; Credit Hours: 3
Prerequisite(s): EMC 100, EMC 103, EMC 105, EMC 108
Corequisite(s): EMC 110

The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics Include: general pharmacology review, IV and IO therapy and shock/trauma assessment and management.

**EMC 116 - HAZARDOUS MATERIALS, VEHICLE EXTRICATION PROCESS, PATIENT ASSESSMENT / INITIAL MANAGEMENT**

Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): EMC 113
Corequisite(s):

This course covers the U.S. Department of Transportation 1985 Emergency Medical Technician - Intermediate Curriculum. Topics include: hazardous material awareness level I (GEMA), patient handling (FTO), vehicle extrication lab (FTO) and general patient assessment and initial management.

**EMC 119 - SUMMATIVE EVALUATIONS FOR THE EMT - INTERMEDIATE**

Weekly Hours: Class - 0; Lab - 2; Credit Hours: 3
Prerequisite(s): EMC 113
Corequisite(s): EMC 116
This is the final course for those pursuing EMT-Intermediate Certification. The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This class will also contain a Comprehensive review of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum. The course will include a comprehensive written and practical exam that will serve to verify the students’ competencies before being allowed to sit for the National Registry Intermediate-1985 Exam. Topics will include review of both the EMT-B 1994 and EMT-I 1985 Curricula, Assessment/Management Review for Trauma & Medical & OB/Peds and a NREMT examination review.

EMP 1000 - INTERPERSONAL RELATIONS AND PROFESSIONAL DEVELOPMENT
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Provides a study of 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.

EMP 153 - STUDENT SUCCESS
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): Provisional Admission
Corequisite(s):
This course is designed to acclimate the new student to strategies that are conducive to educational achievement and success. Topics include: learning styles, communication styles, study skills, time management, self-awareness and goal setting, creativity and supportive resources for the educational experience.

EMS 1101 - INTRODUCTION TO EMT PROFESSION
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite: Program Admission
Corequisite(s):
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include: basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT- Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

EMS 1103 - PATIENT ASSESSMENT FOR THE EMT
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite: Program Admission
Corequisite(s):
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 5 and part of Section 6. Topics include: Scene-Size Up, Initial Assessment, Focused History & Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, and EMS communications for the EMT-I.

EMS 1105 - AIRWAY MANAGEMENT FOR THE EMT
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite: Program Admission
Corequisite(s):
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 7. The 2002 Supplemental Airway Modules for the NSC-B 1994 curriculum will also be used. Topics include: Airway, Advanced Airway and Basic/Advanced Airway Management.

EMS 1107 - MEDICAL AND BEHAVIORAL EMERGENCIES FOR THE EMT
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite: Program Admission
Corequisite(s):
The course covers Lessons 1 through 8, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. Topics include: general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic/altered mental status emergencies, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, and non-traumatic abdominal emergencies.
EMS 1109 - ASSESSMENT AND MANAGEMENT ACROSS THE LIFESPAN FOR THE EMT
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite: Program Admission
Corequisite(s):
The course covers Lesson 9, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. All of Module 6 of the NSC-B 1994 curriculum is also included. The Georgia Office of EMS specific module for Geriatrics as well as the TCSG specific module for Special Needs Patients is included. Topics include obstetrical/gynecological emergencies, infants & children, geriatrics and patients with special needs.

EMS 1111 - TRAUMA EMERGENCIES AND WMD RESPONSE
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisites: Program Admission
Corequisite(s):
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. In addition to the NSC-B 1994 standards, this course also includes portions of Section 6 of the NSC EMT-Intermediate 1985 Standard. The Georgia Office of EMS specific module for Emergency Response to Weapons of Mass Destruction is also included. Topics include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine, patient access and extrication, and emergency medical response to WMD.

EMS 1113 - CLINICAL APPLICATIONS FOR THE EMT BASIC
Weekly Hours: Class - 0; Lab - 3; Credit Hours: 1
Prerequisite: Program Admission
Corequisite(s):
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Basic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Basic Curriculum standard. This course will include a minimum of 30 clinical hours.

EMS 1115 - PRACTICAL APPLICATIONS FOR THE EMT BASIC
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite: Program Admission
Corequisite(s):
This course will serve as the integration point for the entire National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, as well as Sections 1 through 7 of the NSC EMT-Intermediate 1985 Standard, and the Georgia Office of EMS specific modules on CPR, Geriatrics and WMD. This course will focus on critical thinking skills and will enhance the assessment based management skills of EMT students. Topics include: Assessment Based Management for the EMT-Basic.

EMS 1201 - PHARMACOLOGY AND SHOCK/TRAUMA MANAGEMENT FOR THE EMT-INTERMEDIATE
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite: Program Admission
Corequisite(s):
The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics Include: general pharmacology review, IV and IO therapy and shock/trauma assessment and management.

EMS 1203 - CLINICAL APPLICATIONS FOR THE EMT-INTERMEDIATE I
Weekly Hours: Class - 0; Lab - 3; Credit Hours: 1
Prerequisites: Program Admission
Corequisite(s):
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate - II, will include a minimum skill set.

EMS 1205 - CLINICAL APPLICATIONS FOR THE EMT-INTERMEDIATE II
Weekly Hours: Class - 0; Lab - 3; Credit Hours: 1
Prerequisite: Program Admission
Corequisite(s):
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical
Applications for the EMT-Intermediate - I, will include a minimum skill set.

**EMS 1207 - PRACTICAL APPLICATIONS FOR THE EMT-INTERMEDIATE**
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 2
Prerequisite: Program Admission
Corequisite(s):
This is the final course for those pursuing EMT-Intermediate Certification. This course expands upon the critical thinking skills and assessment based management techniques covered in the ‘Practical Applications for the EMT-Basic’ course. This course integrates all components of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum, and all Georgia specific modules for the EMT-Basic and EMT-Intermediate curricula. Preparation for the national certification exam for EMT-Intermediate/85s will be paramount throughout the course, and students will be required to complete this course prior to being eligible to sit for the National Registry Intermediate-1985 Exam. Topics will include skills competency verification and assessment based management techniques for the EMT-Intermediate.

**EMS 126 - INTRODUCTION TO THE PARAMEDIC PROFESSION**
Weekly Hours: Class - 3; Lab - 1; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s): ENG 1010, MAT 1012, AHS 1011, SCT 100
Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5, Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

**EMS 127 - PATIENT ASSESSMENT**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): None
Corequisite(s): AHS 1011, EMS 128
Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

**EMS 128 - APPLIED PHYSIOLOGY AND PATHOPHYSIOLOGY**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): EMS 200
Corequisite(s):
This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body’s self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

**EMS 129 - PHARMACOLOGY**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Program Admission
Prerequisite(s)/Corequisite(s): ENG 1010, MAT 1012, SCT 100, EMS 200
This unit is designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standards.

**EMS 130 - RESPIRATORY EMERGENCIES**
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129
Corequisite(s):
This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction
on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 131 - TRAUMA
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129
Corequisite(s): ENG 1010, SCT 100, EMS 200
This Unit is designed to introduce the student to assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Student should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

EMS 132 - CARDIOLOGY I
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129
Corequisite(s): ENG 1010, SCT 100, EMS 132, EMS 200
Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 133 - CARDIOLOGY II
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 4
Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129
Corequisite(s): ENG 1010, SCT 100, EMS 132, EMS 200
This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association’s Advanced Cardiac Life Support (ACLS) Providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 134 - MEDICAL EMERGENCIES
Weekly Hours: Class - 4; Lab - 1; Credit Hours: 5
Prerequisite(s): AHS 1011, EMS 126, EMS 127, EMS 128, EMS 129
Corequisite(s):
Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 135 - MATERNAL/PEDIATRIC EMERGENCIES
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s)/Corequisite(s): EMS 126, EMS 127, EMS 128, EMS 129
Corequisite(s):
Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division’s 5 (Medical), Sections 13 (Obstetrics) and 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 136 - SPECIAL PATIENTS
Weekly Hours: Class - 2; Lab - 1; Credit Hours: 2
Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129
Corequisite(s):
Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life
span, geriatrics, abuse, special challenges, and chronic care patients are included.

EMS 201 - SUMMATIVE EVALUATION
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Program Admission
Provides supervised clinical experience in the hospital and prehospital advanced life support settings to include: EMS leadership, summative case evaluations and EKG interpretation. This course also includes: comprehensive paramedic program examination and a board examination review.

EMS 210 – CLINICAL APPLICATIONS FOR THE EMT-PARAMEDIC I
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV”, “Clinical Applications for the EMT-Paramedic V” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

EMS 211 – CLINICAL APPLICATIONS FOR THE EMT-PARAMEDIC II
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic I”, “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV”, “Clinical Applications for the EMT-Paramedic V” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

EMS 212 – CLINICAL APPLICATIONS FOR THE EMT-PARAMEDIC III
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic I”, “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic IV”, “Clinical Applications for the EMT-Paramedic V” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

EMS 213 – CLINICAL APPLICATIONS FOR THE EMT-PARAMEDIC IV
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic I”, “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV”, “Clinical Applications for the EMT-Paramedic V” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

EMS 214 – CLINICAL APPLICATIONS FOR THE EMT-PARAMEDIC V
Weekly Hours: Class – 0; Lab - 6; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications
for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV” & “Clinical Applications for the EMT-Paramedic VI”, will include a minimum skill set and a minimum number of assessments in various categories.

EMS 215 CLINICAL APPLICATIONS FOR THE EMT-PARAMEDIC VI
Weekly Hours: Class – 0; Lab - 3; Credit Hours: 1
Prerequisite(s): Program Admission
Corequisite(s):
The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with “Clinical Applications for the EMT-Paramedic I”, “Clinical Applications for the EMT-Paramedic II”, “Clinical Applications for the EMT-Paramedic III”, “Clinical Applications for the EMT-Paramedic IV” & “Clinical Applications for the EMT-Paramedic V”, will include a minimum skill set and a minimum number of assessments in various categories.

ENG 096 - ENGLISH II
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 095, or entrance English score in accordance with approved TCSG admission score levels.
Corequisite(s):
Emphasizes standard English usage. Topics include: capitalization, basic punctuation, subjects and verbs agreement, correct verb forms, spelling, and basic paragraph development.

ENG 097 - ENGLISH III
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 096, or entrance English score in accordance with approved TCSG admission score levels.
Corequisite(s):
Emphasizes the rules of grammar, punctuation, capitalization, spelling, and writing in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar, mechanics, spelling, and sentence writing and paragraphing skills needed for writing memos, letters, reports, and short essays.

ENG 098 - ENGLISH IV
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 097, or entrance English score in accordance with approved TCSG admission score levels.
Corequisite(s):
Emphasizes the ability to communicate using written and oral methods. Topics include writing and the process of writing, revising, and oral communications.

ENG 1010 - FUNDAMENTALS OF ENGLISH I
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 097, or entrance English score in accordance with approved TCSG admission score levels; and RDG 097, or entrance reading score in accordance with approved TCSG admission score levels
Corequisite(s):
Emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing techniques used in selected readings, writing practice, editing and proofreading, research skills, and oral presentation skills. Homework assignments reinforce classroom learning.

ENG 1012 - FUNDAMENTALS OF ENGLISH II
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 1010
Corequisite(s):
Provides knowledge and application of written and oral communications found in the workplace. Topics include: writing fundamentals and speaking fundamentals.

ENG 1101 - COMPOSITION AND RHETORIC
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission level language competency or ENG 098 and RDG 098
Corequisite(s):
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.

ENG 1102 - LITERATURE AND COMPOSITION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 1101 with C or better
Corequisite(s):
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.
ENG 1105 - TECHNICAL COMMUNICATIONS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 1101 with C or better
Corequisite(s):
Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include: reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

ENG 2130 - AMERICAN LITERATURE
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s) /Corequisite(s): ENG 1101
Corequisite(s):
A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Emphasized American literature as a reflection of culture and ideas. Topics include: literature and culture; essential themes and ideas; literature and history; research skills; and oral presentation skills.

EST 100 - INTRODUCTION TO ESTHETICS
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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, hazardous duty standards act.

EST 101 - ANATOMY AND PHYSIOLOGY OF THE SKIN
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): EST 100
Corequisite(s):
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.

EST 102 - SKIN CARE PROCEDURES
Weekly Hours: Class - 1; Lab - 12; Credit Hours: 6
Prerequisite(s): EST 101
Corequisite(s):
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.

EST 103 - ELECTRICITY AND FACIAL TREATMENTS WITH MACHINES
Weekly Hours: Class - 2; Lab - 12; Credit Hours: 7
Prerequisite(s): EST 102
Corequisite(s):
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, men’s skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

EST 104 - ADVANCED SKIN CARE
Weekly Hours: Class - 1; Lab - 11; Credit Hours: 5
Prerequisite(s): EST 103
Corequisite(s):
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.

EST 105 - COLOR THEORY AND MAKE-UP
Weekly Hours: Class - 1; Lab - 8; Credit Hours: 4
Prerequisite(s): EST 102
Corequisites: EST 103, EST 104
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.

EST 106 - ESTHETICS PRACTICUM I
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s): EST 105
Corequisite(s):
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.

**EST 107 - ESTHETICS PRACTICUM II**
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s): EST 106
Corequisite(s):
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.

**FIN 191 - INTRODUCTION TO FINANCE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ACC 1101
Corequisite(s):
Provides an introduction to financial markets, institutions, and management in contemporary society. Emphasis is placed on developing an understanding of the financial markets in which funds are traded, the financial institutions participating in facilitating the trade of such funds, and the financial principles and concepts behind sound financial management. Topics include: financial systems of the United States, business finance management, and financing other sectors of the economy.

**FOR 101 - FOREST SAFETY AND ORIENTATION**
Weekly Hours: Class - 1; Lab - 0; Credit Hours: 1
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the fundamentals of safety in the field and of forestry as a profession. Topics include: forest safety, history of forestry, and importance of forestry.

**FOR 116 - INTRODUCTION TO SURVEYING AND MAPPING I**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): MAT 1012 or MAT 1111
Corequisite(s): FOR 117
Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include: surveying and mapping equipment and surveying and mapping measurements.

**FOR 117 - INTRODUCTION TO SURVEYING AND MAPPING II**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): MAT 1012 or MAT 1111
Corequisite(s):
Introduces the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Topics include: surveying and mapping methods and introduction to global positioning systems and geographical information systems.

**FOR 121 - APPLIED SURVEY AND MAPPING I**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): MAT 1012 or MAT 1111
Corequisite(s): FOR 116, FOR 117
Focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying and area determination. Topics include: deed search, tract location, surveying, and area determination.

**FOR 122 - APPLIED SURVEY AND MAPPING II**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): MAT 1012 or MAT 1111
Corequisite(s): FOR 116, FOR 117
Focuses on application of the fundamental principles and practices of land surveying and mapping and the use of surveying and mapping instruments. Emphasizes areas of plane and boundary surveying and area determination. Topics include: area determination, global positioning systems and geographical information systems, and aerial photography.

**FSC 101 - INTRODUCTION TO FIRE SCIENCE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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.

**FSC 102 - BASIC FIREFIGHTER - EMERGENCY SERVICES FUNDAMENTALS**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s):
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial
periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground.

This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call.

**FSC 103 - BASIC FIREFIGHTER MODULE I**

Weekly Hours: Class - 3; Lab - 6; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
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: 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.

**FSC 104 - BASIC FIREFIGHTER MODULE II**

Weekly Hours: Class - 2; Lab - 4; Credit Hours: 4
Prerequisite(s): FSC 102, FSC 103
Corequisite(s):
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: Exterior Class A Fire, Interior Structure Attack – Above Grade Level, Interior Structure Attack – Below Grade Level, Vehicle Fire, and 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: NPQ – Fire Fighter I. This course meets the requirements NFPA 1001 – Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

**FSC 105 - FIRE AND LIFE SAFETY EDUCATOR I**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s):
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.

**FSC 106 - FIRE PREVENTION, PREPAREDNESS, AND MAINTENANCE**

Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Program Admission; national certification of Firefighter I status or successful completion of FSC 102, FSC 103, FSC 104, FSC 141
Corequisite(s):
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.

**FSC 107 - INTRODUCTION TO TECHNICAL RESCUE**

Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Program Admission; national certification of Firefighter I status or successful completion of FSC 102, FSC 103, FSC 104, FSC 141
Corequisite(s):
This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations.
This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.7, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3.

**FSC 108 - FIRE GROUND OPERATIONS**

Weekly Hours: Class - 2; Lab - 4; Credit Hours: 4
Prerequisite(s): Program Admission; national certification of Firefighter I status or successful completion of FSC 102, FSC 103, FSC 104, FSC 141
Corequisite(s):
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.

**FSC 110 - FIRE ADMINISTRATION - SUPERVISION AND LEADERSHIP**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s):
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 record’s 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:
NFA – Leadership I
NFA – Leadership II
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.
FSC 121 - FIRE FIGHTING STRATEGY AND TACTICS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of fire fighting, 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 water front fires.

FSC 132 - FIRE SERVICE INSTRUCTOR
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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 FSC 132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FSC 141 - HAZARDOUS MATERIALS OPERATIONS
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): NPQ FF I, NPQ Hazardous Materials Awareness Level
Corequisite(s):
This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements.

FSC 151 - FIRE PREVENTION AND INSPECTION
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, means of egress 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 FSC 151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination.

FSC 161 - FIRE SERVICE SAFETY AND LOSS CONTROL
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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.

**FSC 201 - FIRE ADMINISTRATION - MANAGEMENT**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it’s 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 every day. 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.

**FSC 210 - FIRE SERVICE HYDRAULICS**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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, stand pipe systems, automatic sprinkler systems, fire fighting foams, and the clip board friction loss system.

**FSC 220 - FIRE PROTECTION SYSTEMS**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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, no water-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

**FSC 230 - FIRE SERVICE BUILDING CONSTRUCTION**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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 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.

**FSC 240 - BUILDING PLANS REV. FOR FIRE SCIENCE**

Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s):
Corequisite(s): FSC 141, FSC 151, FSC 220, FSC 230

**FSC 241 - INCIDENT COMMAND**

Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s):
Corequisite(s): FSC 101
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.

**FSC 250 - HAZARDOUS MATERIALS II**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s): FSC 141
Problems of hazardous materials in transportation, storage, and use. Additional emphasis on emergency services in combating, coordinating and controlling a hazardous materials incident. Covers bulk storage of hazardous materials and their transportation by land, sea, and air.

**FSC 260 - FIRE SERVICE INFORMATION MANAGEMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s): FSC 101
This course begins with the fundamentals of information gathering and report writing as they apply to the fire service then narrows its scope to include specific types of record keeping. Topics include: narrative reports, personnel records, training records, vehicle and physical maintenance records, incident investigation reports, inspection reports, budget documentation, news releases, and applicable laws, standards, procedures, and recommendations. A review of the use of computers for each operation will be included as the topics are covered.

**FSC 270 – FIRE/ARSON INVESTIGATION**
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniquest used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

**FSC 280 - FIRE SERVICE LAW**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s): FSC 101
An introduction to law using cases and applications relevant to the fire service. This course includes: introduction to American Law, municipal corporations, the law of torts, employee and employer relationships, criminal law, criminal procedures, administrative law, and administrative procedure. Federal, state, local laws, and legislative processes will be addressed as will current cases and trends.

**HCT 110 - HEMODIALYSIS PATIENT CARE**
Weekly Hours: Class - 10; Lab - 0; Credit Hours: 10
Prerequisite(s): Program Admission
Corequisite(s):
This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

**HCT 120 - HEMODIALYSIS PRACTICUM**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

**HIS 1111 - WORLD HISTORY I**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
This course is a 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; the Americas; Japan, Ancient Greece; the Middle Ages; and the Renaissance.

**HIS 1112 - WORLD HISTORY II**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
This course is a 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.

**HIS 2111 - U.S. HISTORY I**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s):
This course is a survey 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. 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.

**HIS 2112 - U.S. HISTORY II**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s):
Corequisite(s):
This course will provide an overview 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. 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.

**HIT 193 - HEALTH DATA CONTENT AND STRUCTURE**
Weekly Hours: Class - 4; Lab - 1; Credit Hours: 5
Prerequisite(s): AHS 190
Corequisite(s):
This course provides a study of the content, storage, retrieval, control, retention, and maintenance of health information. Topics include: the technician and health information management, processing medical records, assembly of medical records, analysis of records, physician incomplete area, confidentiality and release of information, and other functions.

**HIT 201 - INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
This course focuses on orienting the student to the health information profession. Students will also be introduced to primary and secondary records system, content and structure of health care data and data sets of patient data elements; structure of health care in the United States and an outline of its providers; structures and function of the American Health Information Management Association (AHIMA); accrediting, licensing, certifying, and government participation in health care; compilation of medical information throughout the patient’s course of treatment in the health care facility.

**HIT 202 - LEGAL ASPECTS OF HEALTH INFORMATION TECHNOLOGY**
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
This course focuses on the study of legal principles related to patient care, medical records and health information. Also addressed are legal terminology and procedures, court systems, and liability of health care providers, importance of medical records as a legal document and the effects of confidentiality on release of information function; record retention and destruction of records are studied; current legal issues, ethics and laws are discussed.

**HIT 203 - HEALTH DATA MANAGEMENT**
Weekly Hours: Class - 3; Lab - 4; Credit Hours: 5
Prerequisite(s): HIT 201
Corequisite(s):
This course will examine various technologies used for the collection and management of clinical data. Topics include numbering, filing, patient registration, master patient index, monitoring chart completion, tracking chart location, correspondence, organization requirements, and contents of disease registries, data abstracting and retrieval techniques, and management of medical transcription services. The methods range from paper to computer based systems, including optical disk and voice recognition.

**HIT 204 - HEALTHCARE STATISTICS AND RESEARCH**
Weekly Hours: Class - 4; Lab - 1; Credit Hours: 5
Prerequisite(s): HIT 201, and HIT 203
Corequisite(s): HIT 201, and HIT 203
This course analyzes the student 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.
**HIT 205 - PERFORMANCE IMPROVEMENT**

Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): HIT 201, HIT 202 and HIT 203
Corequisite(s):
This course introduces the student to the peer review process and the role health information plays in evaluation 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 government’s role in health care and orientation to accreditation requirement of various agencies.

**HIT 206 - HEALTH INFORMATION TECHNOLOGY PRACTICUM I**

Weekly Hours: Class - 0; Lab - 12; Credit Hours: 4
Prerequisite(s): HIT 201, HIT 202, HIT 203
Corequisite(s):
This is a supervised internship in an acute care setting. This course will prepare the student to perform the basic functions and tasks of a health information department. Activities will include application of health information management procedures learned in the classroom and lab. The HIT program director and the health care facility staff will guide the student in accomplishing the objectives set forth in the Professional Practice Experience Handbook. This course is designed to help the student gain entry-level competencies as set forth by the American Health Information Management Association (AHIMA).

**HIT 207 - HEALTH INFORMATION TECHNOLOGY PRACTICUM II**

Weekly Hours: Class - 0; Lab - 12; Credit Hours: 4
Prerequisite(s): HIT 206, BUS 165, BUS 166, BUS 167
Corequisite(s):
This course is designed to give the students additional supervised activities in alternative care setting, to include internship in physician’s office, nursing homes, home health care agencies, and local county health department supervisory applications on the job. This is a continuation of HIT 206 Practicum I. The student will be given more advanced health information management experience both in an acute care facility and alternative health care setting such as nursing homes, ambulatory clinics, physician offices, home health care agencies, and mental health facilities.

**HIT 210 - COMPUTERS IN HEALTH CARE**

Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
Topics include working with vendors, hardware and software components for medical record application, and methods of controlling privacy, accuracy, and security of health information data in computer systems.

**HIT 215 - CODING AND CLASSIFICATION I**

Weekly Hours: Class - 2; Lab - 4; Credit Hours: 4
Prerequisite(s): BIO 2113, BIO 2114, MAS 103, MAS 112, HIT 201, HIT 202, HIT 203
Corequisite(s):
This course provides an introduction to and application of professional standards in assignment of codes to diagnoses and procedures using the International Classification of Diseases – 9th Revision-Clinical Modification (ICD-9-CM). Coding rules will be applied to case studies. DRG’s will be assigned using a grouper.

**HIT 216 - CODING AND CLASSIFICATION II**

Weekly Hours: Class - 2; Lab - 4; Credit Hours: 4
Prerequisite(s): HIT 215
Corequisite(s):
This is an advanced coding class that includes coding of actual hospital medical records. The medical records will be coded based on the coding principles used in HIT 215. This course also focuses on the various methodologies related to reimbursement in the various healthcare settings.

**HIT 217 - CODING AND CLASSIFICATION III**

Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): HIT 215
Corequisite(s): HIT 216
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.

**HIT 2410 - REVENUE CYCLE MANAGEMENT**

Weekly Hours: Class - 2; Lab - 4; Credit Hours: 4
Prerequisite(s): HIT 2400
Corequisite(s):
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, charge master, 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.

**HRS 102 - EMPLOYMENT LAW**

Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): Provisional Admission
Corequisite(s):

HRT 106 - FOOD AND BEVERAGE MANAGEMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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: history and careers, equipment layout and decor, menu and beverage list planning, distribution, merchandising, and service professionalism.

HRT 107 - FOOD PREPARATION
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the student to the skills of food preparation common to a food and beverage operation. Emphasis is placed on identifying culinary techniques which provide a quality and profitable service. Topics include: safety and sanitation, preparation equipment, interpretation of recipes, handling and storage, preparation techniques, and cost control.

HUM 1101 - INTRODUCTION TO HUMANITIES
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 1101 with a grade of “C” or better
Corequisite(s):
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 project.

IDS 102 – ALTERNATING CURRENT I
Weekly Hours: Class – 3; Lab – 2; Credit Hours: 4
Prerequisite: IFC 101
Corequisite(s): None
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.

IDS 103 - INDUSTRIAL Wiring
Weekly Hours: Class - 3; Lab - 9; Credit Hours: 6
Prerequisite(s): IFC 101, IFC 102
Corequisite(s):
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, over current protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDS 105 - DC AND AC MOTORS
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): IFC 101, IFC 102
Corequisite(s):
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.

IDS 107 – BASIC MECHANICS
Weekly Hours: Class – 3; Lab – 2; Credit Hours: 5
Prerequisite(s)/Corequisite(s): None
Emphasizes basic skills training needed in mechanical maintenance. Provides instruction for learning common terminology of maintenance and practical measuring/mathematical skills. Also introduces layout/fabrication procedures focusing on good shop practice skills and addresses typical materials and manufacturing processes used in the plant. Introduces power transmission equipment.

IDS 110 - FUNDAMENTALS OF MOTOR CONTROLS
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): IDS 105
Corequisite(s):
Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include: principles of motor control, control devices, symbols and schematic diagrams, and Article 430 NEC.
IDS 113 - MAGNETIC STARTERS AND BRAKING
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): IDS 110
Corequisite(s):
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.

IDS 115 - TWO-WIRE CONTROL CIRCUITS
Weekly Hours: Class - 0; Lab - 5; Credit Hours: 2
Prerequisite(s): IDS 110
Corequisite(s):
Provides instruction in two-wire motor control circuits using relays, contactors, and motor starters with application sensing devices. Topics include: wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches.

IDS 121 - ADVANCED MOTOR CONTROLS
Weekly Hours: Class - 1; Lab - 3; Credit Hours: 2
Prerequisite(s): IDS 115
Corequisite(s):
Continues the study and application of motor control circuits with emphasis on sequencing circuits, complex circuits, and motor control centers. Topics include: sequencing circuits, reduced voltage starting, motor control centers, and troubleshooting.

IDS 131 - VARIABLE SPEED MOTOR CONTROL
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): IDS 121
Corequisite(s):
Provides instruction in the fundamentals of variable speed drives, industrial motors, and other applications of variable speed drives. Topics include: fundamentals of variable speed control, AC frequency drives, DC variable speed drives, installation procedures, and ranges.

IDS 141 - BASIC INDUSTRIAL PLC’S
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s): IDS 105, IDS 121
Corequisite(s):
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.

IDS 142 - INDUSTRIAL PLC’S II
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s): IDS:141
Corequisite(s):
Provides for hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLC’s) in a industrial setting. This course includes advanced skills necessary to complete the students knowledge and skills to understand and work with PLC’s in an industrial plant.

IDS 209 - INDUSTRIAL INSTRUMENTATION
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s): IDS 141, IDS 142
Corequisite(s):
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, sensing Pressure, Flow, Level, and Temperature, Instrument calibration, and Loop tuning.

IDS 215 - INDUSTRIAL MECHANICS
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 6
Prerequisite(s): Program Admission level math achievement
Corequisite(s):
Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include: mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packings and seals.

IDS 221 - INDUSTRIAL FLUIDPOWER
Weekly Hours: Class - 6; Lab - 4; Credit Hours: 7
Prerequisite(s): Program Admission level math achievement
Corequisite(s):
Provides instruction in fundamental concepts and theories for safely operating hydraulic components and pneumatic systems. Topics include: hydraulic theory, suction side of pumps, actuators, valves, pumps/ motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.
IDS 231 - PUMPS AND PIPING SYSTEMS
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 2
Prerequisite(s): Program Admission level math achievement
Corequisite(s):
Studies the fundamental concepts of industrial pumps and piping systems. Topics include: pump identification; pump operation; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

IDS 251 SCHEMATIC READING AND CIRCUIT DIAGNOSIS
Weekly Hours: Class - 3; Lab - 1; Credit Hours: 3
Prerequisite(s):
Corequisite(s): Provides student with the fundamentals of schematic diagrams used in circuit tracing and diagnostics. Standards symbols and typical diagram layouts are explored to facilitate understanding and troubleshooting of electrical and fluid power systems. Topics include: electrical symbols, electronic symbols, fluid power symbols, circuit diagrams, volt-ohm-milliammeter operation, and electrical troubleshooting.

IFC 100 - INDUSTRIAL SAFETY PROCEDURES
Weekly Hours: Class - 2; Lab - 1; Credit Hours: 2
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

IFC 101 - DIRECT CURRENT CIRCUITS I
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): MAT 1012 (for out of program students) Prerequisite/Corequisite: MAT 1013 (diploma), for Electronics programs students
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.

IFC 102 - ALTERNATING CURRENT I
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): IFC 101, MAT 1013
Corequisite: MAT 1015 or MAT 1017 (diploma)
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.

IFC 103 - SOLID STATE DEVICES I
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): IFC 102
Corequisite(s):
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.

IMT 118 – DC AND AC MOTORS
Weekly Hours: Class – 3; Lab – 2; Credit Hours: 4
Prerequisite(s): IFC 101, IFC 102, MAT 1013
Corequisite(s): None
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.

MAS 101 - LEGAL ASPECTS OF THE MEDICAL OFFICE
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
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, ethics and bioethical issues.

MAS 103 - PHARMACOLOGY
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): AHS 1011, AHS 109, MAT 1012
Corequisite(s):
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems. Principles of infusion therapy and laboratory application of infusion are optional.

MAS 106 - MEDICAL OFFICE PROCEDURES
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Emphasizes essential skills required for the typical business office. Topics include: office protocol, time management, telephone techniques, office equipment, mail services, references, filing, correspondence, and travel and meeting arrangements.

**MAS 108 - MEDICAL ASSISTING SKILLS I**
Weekly Hours: Class - 2; Lab - 10; Credit Hours: 6
Prerequisite(s): Program Admission, AHS 1011, AHS 109
Corequisite(s):
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of 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 examinations and diagnostic procedures, vital signs/ mensuration, minor office surgical procedures, and electrocardiograms.

**MAS 109 - MEDICAL ASSISTING SKILLS II**
Weekly Hours: Class - 2; Lab - 10; Credit Hours: 6
Prerequisite(s): MAS 101, MAS 103, MAS 108, AHS 104
Corequisite(s):
Furthers the student knowledge of the more complex activities in a physician’s office. Topics include: collection/examination of specimens and CLIA regulations; urinalysis; venipuncture, hematology and chemistry evaluations; advanced reagent testing (Strep Test, HeG, etc), administration of medications; emergency procedures of the medical office, respiratory evaluations, rehabilitative therapy procedures; principles of radiology safety and emergency procedures of the medical office.

**MAS 110 - MEDICAL INSURANCE MANAGEMENT**
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): Program Admission, AHS 1011, AHS 109, MAS 106
Corequisites: MAS 103, MAS 111, MAS 112
Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include: medical transcription, application of computer skills, integration of medical terminology, accounting procedures, and application of software.

**MAS 111 - ADMINISTRATIVE PRACTICE MANAGEMENT**
Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s): AHS 1011, BUS 1130, ENG 1010, AHS 109, SCT 100
Corequisites: MAS 103, MAS 106, MAS 110
Emphasizes essential skills required for the typical medical office. Topics include: Managed care and reimbursement coding.

**MAS 112 - HUMAN DISEASES**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): AHS 1011 or AHS 109 (School may substitute AHS 100 or BUS 2310 for AHS 1011 prerequisite; BUS 2300 can substitute for AHS 109
Corequisite(s):
Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems

**MAS 113 - MATERNAL AND CHILD CARE**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): AHS 1011, AHS 109, MAS 103
Corequisite(s):
Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of the sick child. Topics include: introduction to obstetrics, female reproductive system, male reproductive system, intrauterine development, prenatal care, principles of specialized testing, labor and delivery, postpartum care, patient education, and methods of contraception.. Child development and common pathophysiology from newborn through adolescence.

**MAS 114 - MEDICAL ADMINISTRATIVE PROCEDURES I**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Program Admission, AHS 1011, AHS 109, BUS 1130, SCT 100
Corequisite(s):
Emphasizes essential skills required for the typical medical office in the areas of computers and medical transcription. Topics include: introduction to the computer and medical transcription

**MAS 115 - MEDICAL ADMINISTRATIVE PROCEDURES II**
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): MAS 104
Corequisite(s):
Emphasizes essential skills required for the typical medical office. Topics include: accounting procedures and insurance preparation and coding.
MAS 117 - MEDICAL ASSISTING EXTERNSHIP
Weekly Hours: Class - 0; Lab - 20; Credit Hours: 8
Prerequisite(s): Completion of all required courses except MAS 118
Corequisite(s):
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 situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills, functioning in the work environment, listening, and following directions.

MAS 118 - MEDICAL ASSISTING SEMINAR
Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s): Completion of all required courses except MAS 117
Corequisite(s):
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.

MAT 096 - MATH II
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 0095, or entrance arithmetic score in accordance with approved TCSG admission score levels.
Corequisite(s):
Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: whole numbers, fractions, decimals, and measurement.

MAT 097 - MATH III
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 0096, or entrance arithmetic score in accordance with approved TCSG admission score levels.
Corequisite(s):
Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include: whole numbers, fractions, decimals, percents, measurement, geometry, and application problems.

MAT 098 - PRE-ALGEBRA
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 0097, or entrance arithmetic score in accordance with approved TCSG admission score levels.
Corequisite(s):
This course provides instruction in basic algebra. Topics include: introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial operations, and polynomial factoring.

MAT 099 - INTERMEDIATE ALGEBRA
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 0098 or entrance elementary algebra score in accordance with approved TCSG admission score levels.
Corequisite(s):
This course provides instruction in intermediate algebra. Topics include: factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

MAT 1011 - BUSINESS MATHEMATICS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 0097, or entrance arithmetic score in accordance with approved TCSG admission score levels.
Corequisite(s):
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 using electronic calculators (not to include the touch method).

MAT 1012 - FOUNDATIONS OF MATHEMATICS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 0097, or entrance arithmetic score in accordance with approved TCSG admission score levels.
Corequisite(s):
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.

MAT 1013 - ALGEBRAIC CONCEPTS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 0098, or entrance arithmetic and algebra scores in accordance with approved TCSG admission score levels.
Corequisite(s):
Introduces concepts and operations which can be applied to the study of algebra. Course content emphasizes: basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts. Class includes lecture, applications, and homework to reinforce learning.
MAT 1015 - GEOMETRY AND TRIGONOMETRY
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 1013 with a passing grade of C or better.
Corequisite(s):
Introduces and develops basic geometric and trigonometric concepts. Topics include: geometric concepts and trigonometric concepts.

MAT 1017 - TRIGONOMETRY
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 1013 with a passing grade of C or better.
Corequisite(s):
Introduces logarithms and exponential functions. Topics include: geometric formulas, trigonometric concepts, and logarithms and exponentials.

MAT 1100 - QUANTITATIVE SKILLS AND REASONING
Weekly Hours: Class - 5; Lab - 2; Credit Hours: 6
Prerequisite(s): Program Admission requirements or MAT 098 and/or MAT 1013 with a passing grade of C or better.
Corequisite(s):
Overview course covering algebra, statistics, and mathematics of finance. Topics include: fundamental operations of algebra, sets and logic, probability and statistics, and mathematics of finance.

MAT 1101 - MATHEMATICAL MODELING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Minimum ASSET score of 42 or completion of MAT 0099 with a minimum exit ASSET score of 42 or Compass equivalent.
Corequisite(s):
This course is designed as an alternative to College Algebra for those students who will not take Trigonometry, Pre-Calculus, or Calculus. It is an applications-driven course that introduces functions using real-world phenomena as models. The major topics include: fundamental concepts of algebra; linear, quadratic, polynomial, exponential, and logarithmic functions and models of real-world phenomena; systems of equations; and additional topics in algebra.

MAT 1111 - COLLEGE ALGEBRA
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Minimum ASSET score of 42 or completion of MAT 0099 with a minimum exit ASSET score of 42 or Compass equivalent.
Corequisite(s):
This course emphasizes techniques of problem solving using algebraic concepts. Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

MAT 1112 - COLLEGE TRIGONOMETRY
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 1111 with a C or better.
Corequisite(s):
Emphasizes techniques of problem solving using trigonometric concepts. Topics include: trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

MAT 1113 - PRE-CALCULUS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MAT 1111 with a grade of C or better.
Corequisite(s):
This course 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.

MAT 1127 - INTRODUCTION TO STATISTICS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s) /Corequisite(s): Program Admission level Math achievement.
Corequisite(s):
Discusses 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.

MAT 1131 - DIFFERENTIAL CALCULUS
Weekly Hours: Class - 5; Lab - 2; Credit Hours: 6
Prerequisite(s) /Corequisite(s): MAT 1113 with a passing grade of C or better
Corequisite(s):
Emphasizes the use of differential calculus. Applications of techniques include extreme valuable problems, motion, graphing, and other topics as time allows. Topics include: derivatives and applications, differentiation of transcendental functions, and introduction to integration and applications.

MAT 1259 - MATH FOR GAME DEVELOPERS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite: None
Emphasizes the math skills needed in computer game design. These skills include trigonometric properties, vectors, and motion in one dimension.

MCA 201 - ADVANCED MILLING I
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): MCH 115, MCH 116
Corequisite(s):
Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, gear cutting, and safety.

MCA 203 - ADVANCED MILLING II
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s)/Corequisite(s): MCA 201
Corequisite(s):
Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; straddle milling, and safety.

MCA 205 - ADVANCED LATHE OPERATIONS I
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): MCH 109, MCH 110
Corequisite(s):
Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experience. Topics include: thread cutting, precision boring, precision knurling, tapers and safety.

MCA 207 - ADVANCED LATHE OPERATIONS II
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): MCA 205
Corequisite(s):
Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning and safety.

MCA 208 - ADVANCED GRINDING I
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): MCH 112
Corequisite(s):
Provides instruction in advanced grinding operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory and safety.

MCA 209 - ADVANCED GRINDING II
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): MCA 208
Corequisite(s):
Provides instruction in advanced grinding techniques and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: grinding theory, abrasives, wheel preparation, form grinding and safety.

MCA 211 - CNC FUNDAMENTALS
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s): MCH 118
Corequisite(s):
Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: math review, safety, jigs and fixtures, tooling and tool holders, reference points, tool offset, program loading and editing and safety.

MCA 213 - CNC MILL MANUAL PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s)/Corequisite(s): MCA 211
Corequisite(s):
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: machine safety, command codes, program loading, machine setup, process control, and practical application.

MCA 215 - CNC LATHE MANUAL PROGRAMMING
Weekly Hours: Class - 4; Lab - 6; Credit Hours: 7
Prerequisite(s)/Corequisite(s): MCA 211
Corequisite(s):
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) lathes. Topics include: machine safety, command codes, program loading, machine setup, process control, and practical application.

MCA 217 - CNC PRACTICAL APPLICATIONS
Weekly Hours: Class - 1; Lab - 9; Credit Hours: 4
Prerequisite(s)/Corequisite(s): MCA 211, MCA 213, MCA 215
Corequisite(s):
Provides instruction in specialty tooling and multi-axis machining. Students will also gain experience in process control. Topics include: specialty tooling, EDM/ECM, multi-axis machining, process control, and laboratory practice.

MCA 219 - CAD/CAM PROGRAMMING
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s)/Corequisite(s): MCA 211
Corequisite(s):
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, digitizer, pen plotter, drawing manipulations, tool path generation, and program uploading and downloading.

**MCA 220 - DIE DESIGN I**
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): MCH 116
Corequisite(s):
Provides instruction in design, construction, selection, and safe use of dies required for mass production. Topics include: die sets, die blocks, punches, types of dies, blanking, bending, types of presses, tool and die drafting, related math, and safety.

**MCA 221 - DIE CONSTRUCTION I**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): MCA 220
Corequisite(s):
Provides practical application for theory and competency areas addressed in MCA 220 Die Design I. Students will be assigned the manufacture of punches and dies utilizing a variety of advanced machines. Topics include: jig bore, EDM, indexing, fixtures, precision grinding, and safety.

**MCH 101 - INTRODUCTION TO MACHINE TOOL**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: use of hand and bench tools, use of power tools, analysis of measurements, saw and blade selection, feed and speeds determination, use of coolants, saw and blade maintenance, sawing operations, drilling setup and operation, ISO 9000, Deming’s quality theory, quality goals and objectives, and coordinate measurement machines (CMM).

**MCH 102 - BLUEPRINT READING FOR MACHINE TOOL**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the fundamental concepts necessary to interpret drawings and produce sketches for machine tool applications. Topics include: interpretation of blueprints and sketching.

**MCH 103 - APPLIED MEASUREMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
This course is designed to develop skills necessary for the use and analysis of measurement for Machine Tool Technology and other industrial purposes. Topics include the use of non-precision measuring instruments, use of precision measuring instruments, use of comparison gauges, and analysis of measurements.

**MCH 104 - MACHINE TOOL MATH I**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): MAT 1012
Corequisite(s):
Develops mathematic competencies as applied to machine tool technology. This course emphasizes manipulation and use of machining formulas and the discussion of machining geometry. Topics include: machining algebra and machining geometry.

**MCH 105 - MACHINE TOOL MATH II**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): MCH 104
Corequisite(s):
Continues the development of mathematics competencies as applied to machine tool technology. Emphasis is placed on the uses of geometric and trigonometric principles in machining. Topics include: advanced applied geometry and applied trigonometry.

**MCH 107 - CHARACTERISTICS OF METALS/HEAT TREATMENT I**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: metallurgy and heat treatment.

**MCH 109 - LATHE OPERATIONS I**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s):
Provides opportunities for students to develop skill in the use of bench grinders and lathes. Topics include: lathes, bench grinders, bench grinder operations, lathe calculations, lathe setup, lathe operations and Safety.

**MCH 110 - LATHE OPERATIONS II**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s):
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

**MCH 112 - SURFACE GRINDER OPERATIONS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include: surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations and safety.

**MCH 114 - BLUEPRINT READING II**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s)/Corequisite(s): MCH 104  
Corequisite(s):  
Continues the development of blueprint reading competencies as applied to Machine Tool Technology. Topics include: advanced sectioning, geometric dimensioning, geometric tolerancing, and assembly drawings.

**MCH 115 - MILL OPERATIONS I**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides instruction in the setup and use of the milling machine. Topics include: milling machines, milling machine calculations, milling machine setup, milling machine operations and safety.

**MCH 116 - MILL OPERATIONS II**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides further instruction for students to develop skills in the use of milling machines. Topics include: vertical and horizontal mill calculations, vertical and horizontal mill setups, and vertical and horizontal mill operations and safety.

**MCH 118 - COMPUTER/CNC LITERACY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
Provides an introduction to the terminology and application of microcomputers and terminology associated with computer numerical controlled (CNC) equipment. Students will become familiar with the basic operations of computers and the capabilities and limitations of CNC machinery. Topics include: introduction to microcomputer concepts, basic microcomputer operations, functions and subroutines, machine tool applications, Cartesian coordinates, absolute and incremental programming, and capabilities and limitations of CNC.

**MCH 152 - INDUSTRIAL MACHINE APPLICATIONS**
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 6  
Prerequisite(s): MCH 110, MCH 112, MCH 116  
Corequisite(s):  
Provides an opportunity to perform creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Emphasis is placed on bench work, lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include: job planning, preparation for machining operations, and machining operations.

**MFG 100 - INTRODUCTION TO MANUFACTURING**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2  
Prerequisite(s): Program Admission  
Corequisite(s):  
This course provides an introductory overview of the manufacturing environment. Topics include: identifying the need for producing the highest quality material at each process and the end product; identifying casting, forming, molding, bonding, fastening, finishing, and quality control; proper use of hand tools; discussing fixed and programmable automation, World Class Manufacturing, TPM, 5S, OEE, and work ethics.

**MFG 101 - TEAMWORK**
Weekly Hours: Class - 1; Lab - 0; Credit Hours: 1  
Prerequisite(s): Program Admission  
Corequisite(s):  
This course focuses on basic skills required for effective teamwork. Topics include: identifying skills, such as effective communication and human behavior, necessary to function in the work environment; identifying ways to build productive relationships with people in the workplace; and identifying the need for work ethics.

**MFG 102 - INDUSTRIAL SAFETY**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2  
Prerequisite(s): Program Admission  
Corequisite(s):  
This course provides instruction in basic safety procedures needed for working in the manufacturing environment. Topics include: discussing the use and care of Personal Protective Equipment, Lockout/Tagout procedure, Hazard communication, Proper Housekeeping, effective Fire Safety, electrical Hazards, OSHA standards and MSDS laws, Workman’s compensation guidelines, Ergonomics, and work ethics.
MFG 103 - PRECISION MEASUREMENT FOR MANUFACTURING
Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s):
This course offers instruction in reading precision measuring devices and the math skills needed to operate these machines with accuracy. Topics include: Demonstrate the ability to perform basic math functions such as proper use of fractions, decimal numbers, the metric system, ratios, proportions; and the ability to use measuring tools such as the measuring tape, the steel rule, different types of calipers, the micrometer, and work ethics.

MFG 104 - FUNDAMENTALS OF MECHANICAL DEVICES
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): Program Admission
Corequisite(s):
This course focuses on the proper uses of the factory’s mechanical systems. Topics include: Demonstrate the ability to use hand and power tools safely and effectively. Discuss force, work, energy, center of gravity, power, levers, the inclined plane, the screw, and the wheel and axle. Identify and understand couplings, belts, chain drives, gear drives, bearings, shaft alignment, and pipe fittings. Discuss work ethics in the manufacturing environment.

MFG 105 - FUNDAMENTALS OF ELECTRICAL DEVICES
Weekly Hours: Class - 1; Lab - 0; Credit Hours: 1
Prerequisite(s): Program Admission
Corequisite(s):
This course focuses on the proper uses of the factory’s electrical systems. Topics include: Demonstrate the ability to read basic metering devices such as volt meters, ohm meters, ammeters, and tachometers. Demonstrate knowledge of AC and DC principles, switches motors, starters, transformers, relays, fuses, breakers, and overload devices. Discuss work ethics in the manufacturing environment.

MFG 106 - MANUFACTURING SIMULATIONS
Weekly Hours: Class - 3; Lab - 10; Credit Hours: 3
Prerequisite(s): Program Admission
Corequisite(s):
This course focuses on the proper uses of the factory’s electrical systems. Topics include: Demonstrate the ability to read basic metering devices such as volt meters, ohm meters, ammeters, and tachometers. Demonstrate knowledge of AC and DC principles, switches motors, starters, transformers, relays, fuses, breakers, and overload devices. Discuss work ethics in the manufacturing environment.

MKT 100 - INTRODUCTION TO MARKETING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include: marketing strategies, marketing mix, marketing trends, and dynamic forces affecting markets.

MKT 101 - PRINCIPLES OF MANAGEMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ENG 1010
Corequisite(s):
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include: management theories, including total quality management; motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

MKT 103 - BUSINESS LAW
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the study of contracts and other business obligations in the legal environment. Topics include: creation and evolution of laws, court decision processes, sales contracts, commercial papers, risk-bearing devices, and Uniform Commercial Code.

MKT 104 - PRINCIPLES OF ECONOMICS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission level math achievement
Corequisite(s):
Provides a study of micro and macro economic principles, policies, and applications. Topics include: supply and demand, money and the banking system, business cycle, and economic systems.

MKT 106 - FUNDAMENTALS OF SELLING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Emphasizes sales strategies and techniques to assist the student in the sales process. Topics include: customer relations, professional image, product/service knowledge, selling techniques and procedures, sales presentations, and ethics of selling.
MKT 108 - ADVERTISING
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s):
Introduces the fundamental principles and practices associated with advertising activities. Topics include: purposes of advertising; principles of advertising; MKT budgeting; marketing and advertising plans; regulations and controls; media evaluation, target marketing, and selection; campaign planning; and trends in advertising.

MKT 109 - VISUAL MERCHANDISING
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): Provisional Admission
Corequisite(s):
Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools and materials, and installation of displays. Topics include: design and color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety.

MKT 110 - ENTREPRENEURSHIP
Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8
Prerequisite(s): Program Admission level math achievement
Corequisite(s):
Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include: planning, location analysis, financing, and development of a business plan.

MKT 112 – PRINCIPLES OF BANKING
Weekly Hours: Class – 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): None
Introduces the history, documents, and operational functions of the banking industry. Topics include history, documents, operations, and specialized services.

MKT 113 – MONEY AND BANKING
Weekly Hours: Class – 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): None
Emphasizes the relevance of monetary instruments, intermediaries, and the central banks to local, state, national, and international economics. Topics include history and evolution of financial institutions; monetary instruments and flow; and central banking, operation, and policies.

MKT 114 – FINANCIAL BUSINESS MACHINES
Weekly Hours: Class – 1; Lab – 4; Credit Hours: 3
Prerequisite: MAT 1011
Corequisite(s): None
Emphasizes basic calculator, teller terminal, proof machine, and financial computer use. Topics include introduction to types of equipment, calculators, teller machines, proof machines, and financial computers.

MKT 115 – FINANCIAL MANAGEMENT
Weekly Hours: Class – 4; Lab – 1; Credit Hours: 4
Prerequisite(s)/Corequisite(s): None
Provides knowledge and applications in the management of personal and consumer finance. Topics include record keeping, budgeting, credit principles, investment principles, and forecasting.

MKT 122 - MERCHANDISING MANAGEMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
Develops skills for the potential entrepreneur to effectively merchandise and manage a business. Topics include: principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, and types of discounts.

MKT 123 - SMALL BUSINESS MANAGEMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): ACC 1101, ENG 1010, MAT 1011
Corequisite(s):
Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include: management principles, marketing functions, financial applications, and entrepreneurial growth potential.

MKT 125 – RETAIL OPERATIONS MANAGEMENT
Weekly Hours: Class – 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): None
Emphasizes the planning, organizing, and managing of retail firms. Topics include organizational development, strategic planning, short-term planning, human resource management, inventory controls, analysis of profit and loss statements and balance sheets, and entrepreneurship.

MKT 130 - MARKETING ADMINISTRATION O.B.I. I
Weekly Hours: Class - 0; Lab - 10; Credit Hours: 3
Prerequisite(s): Program Admission, MKT 101; ENG 1010
Corequisite(s):
Introduces the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include:
problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 132 - BANKING AND FINANCE O.B.I. I
Weekly Hours: Class - 0; Lab – 10; Credit Hours: 3
Prerequisite: ENG 1011, MKT 101
Corequisite(s): None
Introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of banking and finance techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 131 - MARKETING ADMINISTRATION O.B.I. II
Weekly Hours: Class - 0; Lab - 10; Credit Hours: 3
Prerequisite(s)/Corequisite(s): MKT 130
Corequisite(s):
Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 133 - RETAIL MANAGEMENT OBI I
Weekly Hours: Class - 0; Lab - 10; Credit Hours: 3
Prerequisite(s)/Corequisite(s): MKT 136
Corequisite(s):
Focuses on the application and reinforcement of retail management and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into retail management applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of retail management techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 132 - BANKING AND FINANCE O.B.I. I
Weekly Hours: Class - 0; Lab – 10; Credit Hours: 3
Prerequisite: ENG 1011, MKT 101
Corequisite(s): None
Introduces the application and reinforcement of banking and finance and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into banking and finance applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of banking and finance techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 134 - ENTREPRENEURSHIP O.B.I. I
Weekly Hours: Class - 0; Lab - 10; Credit Hours: 3
Prerequisite(s): Program Admission, ENG 1010, MKT 101
Corequisite(s):
Introduces the application and reinforcement of entrepreneurship and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into entrepreneurship applications on the job. Topics include:
problem solving, adaptability to the job setting, use of proper interpersonal skills, application of retail management techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

**MKT 161 - SERVICE INDUSTRY BUSINESS ENVIRONMENT**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): ENG 096 and ENG 097, or entrance English score in accordance with approved TCSG admission score levels; RDG 096 and RDG 097, or entrance reading score in accordance with approved TCSG admission score levels; and MAT 0096 and MAT 0097, or entrance
Corequisite(s):
Introduces students to the services industry. Topics include: an introduction to the service industry business environment; an introduction to life-long learning, work ethic and positive behaviors required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

**MKT 162 - CUSTOMER CONTACT SKILLS**
Weekly Hours: Class - 6; Lab - 0; Credit Hours: 6
Prerequisite(s)/Corequisite(s): MKT 161
Corequisite(s):
Provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include: skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environments, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

**MKT 163 - COMPUTER SKILLS FOR CUSTOMER SERVICE**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s)/Corequisite(s): MKT 162
Corequisite(s):
Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases, introduction to E-mail, and credit card processing.

**MKT 164 - BUSINESS SKILLS FOR THE CUSTOMER SERVICE ENVIRONMENT**
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s)/Corequisite(s): MKT 163
Corequisite(s):
Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: introduction to business correspondence, basic business calculations, change environment, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

**MKT 165 - PERSONAL EFFECTIVENESS IN CUSTOMER SERVICE**
Weekly Hours: Class - 1; Lab - 0; Credit Hours: 1
Prerequisite(s)/Corequisite(s): MKT 164
Corequisite(s):
Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: personal wellness and stress management, positive image, and job interview skills.

**MKT 207 – WEB BASED BANKING & FINANCIAL SERVICES**
Weekly Hours: Class – 5; Credit Hours: 5
Prerequisite: SCT 100
Corequisite(s): None
Introduces the student to the origins of virtual banking and finance through the e-commerce model. Topics include web navigation, converging technologies, digital value chains, digital currency and certificates, electronic banking regulation and legislation, PIN security and methods of setting up and monitoring accounts.

**MKT 208 - SERVICE MARKETING**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
This course defines the service industry and illustrates how to utilize methods of reaching and Maintaining customers. Topics include: service industry classifications, strategies in balancing demand and capacity, developing a marketing plan, customer loyalty, technology, and trends.

**MKT 209 – REAL ESTATE FINANCE**
Weekly Hours: Class – 5; Credit Hours: 5
Prerequisite(s)/Corequisite(s): None
Emphasizes the relevance of land value. Topics covered include legal titles, legal descriptions, types of real estate finance, and the leverage of real estate, the bank funding requirement, mortgage amortizations, financial theory, and real estate markets.
MKT 228 - ADVANCED MARKETING
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite(s):
This course gives an in depth study of marketing research, consumer behavior, and Marketing management strategies in a complex global environment. Topics include: marketing research, consumer behavior, strategic management, competitive advantage, and market segmentation.

MKT 232 - ADVANCED SELLING
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s): MKT 106 or instructor permission based upon experience
Corequisite(s):
This course emphasizes the advanced sales presentation skills needed to build partnerships with business representatives and final consumers. Topics include sales presentations, customer relationship management, sales training, self-management, and sales force training.

MSD 100 - MANAGEMENT PRINCIPLES
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Develops skills and behaviors necessary for successful supervision of people and 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 marketplace, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding The Manager’s 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.

MSD 101 - ORGANIZATIONAL BEHAVIOR
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

MSD 102 - EMPLOYMENT LAW
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Develops a working knowledge of the legal environment of business necessary for supervisors. Topics include: the legal system and public policy making, administrative law and business contracts, individual accountability and liability, debtor-creditor relationships, interpreting and understanding federal protective laws relating to consumers and competition, the Uniform Commercial Code, Title VII of the Civil Rights Act, OSHA (Occupational Safety and Health Administration) regulations, and employee protective laws.

MSD 103 - LEadership
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

MSD 104 - HuMAN RESOURCE MANAGEmEnT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor’s 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.

MSD 105 - LABOR MANAGEMENT RELATIOnS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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.

**MSD 106 – PERFORMANCE MANAGEMENT**

Weekly Hours: Class – 5; Credit Hours: 5  
Prerequisite(s)/Corequisite(s): None  
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.

**MSD 107 - EMPLOYEE TRAINING AND DEVELOPMENT**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
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.

**MSD 109 – MANAGERIAL ACCOUNTING AND FINANCE**

Weekly Hours: Class – 5; Lab - 0; Credit Hours: 5  
Prerequisite(s)/Corequisite(s): None  
Focus 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, and cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis. Topics include accounting background, accounting equations, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology, computer software applications, payroll, income tax, inventory management, and ethical responsibilities.

**MSD 112 – INTRODUCTION TO BUSINESS & ECONOMICS**

Weekly Hours: Class – 5; Lab - 0; Credit Hours: 5  
Prerequisite(s)/Corequisite(s): None  
Provides 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.

**MSD 113 - BUSINESS ETHICS**

Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Provisional Admission  
Corequisite(s):  
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.

MSD 114 – MANAGEMENT COMMUNICATION TECHNOLOGIES
Weekly Hours: Class – 4; Lab - 0; Credit Hours: 5
Prerequisite(s): None
Corequisite: SCT 100
Focuses on communication, supervision, and organizations in the age of technology. Builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communications applied to supervisory functions in the workplace. Topics include word processing applications; spreadsheet applications; database applications; presentation technology and applications; graphical interface applications; interpersonal communications; organizational communications; applications come from communications, human resource management, and general business.

MSD 120 - EMPLOYEE COMPENSATION AND BENEFITS
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
This business and public administration management course provides students with theoretical and practical knowledge of the design and implementation of effective compensation and benefits programs.

MSD 156 - SUPERVISION IN A SERVICE ENVIRONMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MSD 175 - BUSINESS SPANISH
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the vocabulary, sentence structure and conversational skills needed to communicate in Spanish with co-workers in a business setting. Topics include the following: parts of speech, vocabulary, sentence structure, and common phrases in the workplace.

MSD 210 - TEAM PROJECT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s):
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.

MSD 220 – MANAGEMENT O.B.I. I
Weekly Hours: Class - 0; Lab – 10; Credit Hours: 3
Prerequisite(s)/Corequisite(s): None
Provides reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MUS 1101 - MUSIC APPRECIATION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s) /Corequisite(s): ENG 1101 with a grade of “C” or better.
Corequisite(s):
Explores the analysis of well-known works of music, their composition, the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The
course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. 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, writing analysis, practice, revision, and research about a musical composition or compositions. Topics include: historical and cultural development represented in musical arts; contributions of the musical arts; and communication skills.

NPT 112 - MEDICAL SURGICAL NURSING PRACTICUM I
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NSG 112
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, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NPT 113 - MEDICAL SURGICAL NURSING PRACTICUM II
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NSG 113
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, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, medication administration, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

NPT 212 - PEDIATRIC NURSING PRACTICUM
Weekly Hours: Class - 0; Lab - 6; Credit Hours: 2
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NPT 213, NSG 213, NSG 2122
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, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the pediatric client; client care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

NPT 213 - OBSTETRICAL NURSING PRACTICUM
Weekly Hours: Class - 0; Lab - 9; Credit Hours: 3
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NPT 212, NSG 213, NSG 212
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, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy of the reproductive system, obstetric clients, and the newborn; and standard precautions.

NPT 215 - NURSING LEADERSHIP PRACTICUM
Weekly Hours: Class - 0; Lab - 7; Credit Hours: 2
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NSG 215
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, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.

NSG 110 - NURSING FUNDAMENTALS
Weekly Hours: Class - 5; Lab - 12; Credit Hours: 10
Prerequisite(s): AHS 1011, AHS 104, ENG 1010, MAT 101, PSY 1010
Corequisite(s):
An introduction to the nursing process. Topics include: orientation to the profession; ethics and law; community health; 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; geriatrics; customer/client relationships; and standard precautions.

**NSG 112 - MEDICAL SURGICAL NURSING I**
Weekly Hours: Class - 9; Lab - 0; Credit Hours: 9
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NPT 112
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, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and diet therapy related to the cardiovascular respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

**NSG 113 - MEDICAL SURGICAL NURSING II**
Weekly Hours: Class - 9; Lab - 0; Credit Hours: 9
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NPT 113
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 in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology, and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

**NSG 212 - PEDIATRIC NURSING**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NPT 213, NPT 212, NSG 212
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 in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

**NSG 213 - OBSTETRICAL NURSING**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NPT 213, NPT 212, NSG 212
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, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

**NSG 215 - NURSING LEADERSHIP**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): AHS 102, AHS 103, NSG 110
Corequisite(s): NPT 215
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, critical thinking, supervisory skills, client education methods, group and other TQM processes, and conflict resolution.

**OPD 101 - INTRODUCTION TO OPHTHALMIC OPTICS**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces students to the eye-care field and the profession of opticianry. Emphasis is placed on the scope of activities performed by opticians. Topics include: eye-care professions, major divisions of opticianry, basic ocular anatomy, light and refraction, vision problems, corrective lenses and national and state regulations.

**OPD 102 - EYE ANATOMY AND PHYSIOLOGY**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): OPD 101
Corequisite(s): Develops students’ knowledge of the anatomy and physiology of the eye. Emphasis is placed on the cornea metabolism and its accommodation of a contact lens. Topics include: anatomy of the eye, physiology of the
eye, eye diseases and abnormalities, anterior and posterior segments, drugs and treatment methods, and ophthalmic terminology.

**OPD 103 - APPLIED OPTICAL THEORY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission, OPD 101
Corequisite(s):
Introduces students to properties of light and the laws of geometrical optics. Emphasis is placed on understanding major theories of light and the principles of plane and curved surfaces of mirrors and lenses. Topics include: light and vision, refraction, lens modified light, lens systems, and advanced optical calculations.

**OPD 106 - OPTICAL LABORATORY TECHNIQUES I**
Weekly Hours: Class - 5; Lab - 10; Credit Hours: 8
Prerequisite(s): Program Admission
Corequisite(s):
Introduces students to the operations involved in lens fabrication. Emphasis is placed on gaining knowledge of equipment requirements and developing surfacing and finishing techniques. Topics include: safety and environmental procedures, lens processing terminology, lens surfacing and finishing equipment, lens blank selection and layout, lens surfacing techniques, lens finishing techniques, lens final insertion and mounting techniques, standard alignment and inspection and inspection of lenses.

**OPD 107 - OPTICAL LABORATORY TECHNIQUES II**
Weekly Hours: Class - 4; Lab - 11; Credit Hours: 8
Prerequisite(s): OPD 106
Corequisite(s):
This course continues students’ study of lens fabrication. Emphasis is placed on using specialized lens materials and multifocal surfacing and finishing techniques. Topics include: specialized lens fabrication; multifocal lenses; inspection of multifocal lenses; optical calculations; frame repairs; and final inspection and optical equipment maintenance.

**OPD 108 - CONTACT LENS INSTRUMENTATION**
Weekly Hours: Class - 5; Lab - 3; Credit Hours: 6
Prerequisite(s): OPD 102
Corequisite(s):
Introduces the field of contact lenses. Emphasis is placed on the development of contact lenses to correct visual defects, defects of contact lenses and consumer selection. Topics include: history of contact lenses, contact lens instruments, contact lens terminology, corneal topography, lens types, pre-fitting evaluation, and adverse effects of contact lens wear.

**OPD 109 - FRAME SELECTION AND DISPENSING**
Weekly Hours: Class - 3; Lab - 10; Credit Hours: 6
Prerequisite(s): OPD 107, Program Admission
Corequisite(s):
Introduces students to frame selection and dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: ocular measurements, frame selection, frame materials, eyewear fitting techniques, frame adjustment, lensmeter operation, administrative procedures, lens finishing, and matching frames to consumer needs.

**OPD 111 - SOFT CONTACT LENSES**
Weekly Hours: Class - 2; Lab - 10; Credit Hours: 6
Prerequisite(s): OPD 108
Corequisite(s):
This course introduces students to soft contact lens fitting techniques. Emphasis is placed on fitting trial and prescribed lenses. Topics include: lens selection; inspection and verification; fitting guidelines and regulations; follow-up care; lens care and storage; and fitting specialty soft contact lenses.

**OPD 112 - EYEWEAR LENS SELECTION AND DISPENSING**
Weekly Hours: Class - 2; Lab - 10; Credit Hours: 6
Prerequisite(s): OPD 109
Corequisite(s):
This course continues students’ study of eyewear dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the eyewear consumer. Topics include: prescription lens materials; lens positioning; multifocal lenses; absorptive lenses; special lens coatings; prescription lens selection; lens finishing; use and care of eyewear; matching lenses to consumer needs; and optical, physiological, and psychological problems.

**OPD 113 - RIGID CONTACT LENSES**
Weekly Hours: Class - 2; Lab - 10; Credit Hours: 6
Prerequisite(s): OPD 111
Corequisite(s):
This course continues students’ study of contact lenses with emphasis on rigid and gas permeable trial and prescriptive lens fitting techniques. Topics include: lens selection; inspection and verification; fitting guidelines and regulations; follow-up care; lens care and storage; and fitting specialty lenses.

**OPD 114 - OPTICIANRY SALES**
Weekly Hours: Class - 3; Lab - 8; Credit Hours: 6
Prerequisite(s): OPD 112
Corequisite(s):
This course introduces students to techniques of ophthalmic sales and emphasizes effective consumer service. Topics include: managed care terminology; information gathering; information technology; communicating with consumers, prescribers and suppliers; ophthalmic sales skills; effective consumer services and problem solving; and lens finishing.

**OPD 117 - CONTACT LENS REVIEW**
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): OPD 113
Corequisite(s):
This course continues students’ study of contact lens dispensing knowledge skills. Emphasis is placed on reviewing types of contact lenses, fitting techniques, and further development of associated skills. Topics include: soft contact lens fitting; hard contact lens fitting; contact lens instrumentation; effective consumer service; and contact lens regulations.

**OPD 118 - OPTICIANARY REVIEW**
Weekly Hours: Class - 1; Lab - 5; Credit Hours: 3
Prerequisite(s): OPD 114
Corequisite(s):
Continues students’ study of ophthalmic dispensing knowledge and skills. Emphasis is placed on reviewing optical theory, laboratory procedures, and further development of associated skills. Topics include: optical laboratory; frames and lenses; dispensing techniques; eyewear sales; and eyewear regulations.

**OPD 119 - OPTICIANARY OCCUPATION - BASED INSTRUCTION**
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s):
Corequisite(s):
Continues students’ study of ophthalmic dispensing techniques. Emphasis is placed on gaining clinical experience in providing service to the ophthalmic consumer. Topics include: special visual problems; contact lenses; analyzing ophthalmic problems; ordering procedures; marketing eyewear; and work attitudes. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and required weekly seminar.

**OPD 120 - CLINICAL REFRACTOMETRY**
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): OPD 101, OPD 102, OPD 103
Corequisite(s):
The course presents the fundamentals, terminology and practical procedures used in determining the powers of corrective lenses in relation to a patient’s refractive error. Emphasis will be placed on theory and use of the phoropter, retinoscope and automated refraction instruments. Various problems associated with changes in refractive powers will be discussed and demonstrated.

**PGT 101 - INTRODUCTION TO THE PRINTING INDUSTRY**
Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces the beginning student to overview and the fundamentals of printing industry. Emphasizes the overview of graphic design. Topics include: first aid and safety, graphic design, electronic imaging, reproduction photography/digital reproduction, image assembly, offset duplication, bindery, measurement, industry overview, and printers math.

**PGT 102 - BASIC PUBLICATIONS DESIGN**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s):
Introduces beginning students to basic of and principles of publications design. Topics include: safety, design principles, basic desktop publishing, software, file management, typography, measurement, page layout, and quality issues.

**PGT 103 - ADVANCED PUBLICATIONS DESIGN**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): PGT 102
Corequisite(s):
Focuses on the advanced study of publications design. Topics include: safety, page layout, basic scanning, graphics, file formats, font management, color theory, and quality issues.

**PGT 107 - COLOR PHOTO MANIPULATION AND SCANNING**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): PGT 106
Corequisite(s):
Emphasizes the overview and the fundamentals of color photo manipulation and scanning. Topics include: safety, color theory, color scanning techniques, color correction, duotone and multitone, color separation techniques, special effects and filters, Process control, and industry standards/quality control (swop- standard web offset practices).

**PGT 109 - COLOR DIGITAL PRODUCTION**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): PGT 106
Corequisite(s):
Focuses on color digital production process. Topics include: first aid and safety, process color assembly, color
separation production, trapping operations, color proofing operations, process color production, press proof/inspection, densitometry/color, industry overview, and printers math.

**PGT 110 - DIGITAL IMAGING PRACTICUM/INTERNSHIP**

Weekly Hours: Class - 0; Lab - 36; Credit Hours: 12  
Prerequisite(s): PGT 109  
Corequisite(s):  
Provides an approved industry like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control. Topics include one or more of the following: process black and white and color assembly, black and white and color separation production, digital manipulation, and industry production techniques.

**PGT 111 - BASIC PRESS OPERATIONS I**

Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8  
Prerequisite(s): Program Admission  
Corequisite(s):  
Introduces students to the basics of press operations. Topics include: safety, plating making, press operations, paper handling, chemistry, printing methods, press and bindery equipment, ink technology, and control devices.

**PGT 112 - BASIC PRESS OPERATIONS II**

Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8  
Prerequisite(s): PGT 111  
Corequisite(s):  
Emphasizes the basic press operations. Topics include: first aid and safety, press production methods, troubleshooting, substrate properties, inspection and maintenance, operational settings, basic finishing, ink mixing, image registration, signature imposition, and color control.

**PGT 113 - ADVANCED PRESS OPERATIONS I**

Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8  
Prerequisite(s): PGT 111  
Corequisite(s):  
Introduces students to advanced press operations. Topics include: first aid and safety, waste disposal, multi-pass production, operational control methods, scheduling and production standards, advanced production techniques, densitometry, troubleshooting, and production control.

**PGT 114 - ADVANCED PRESS OPERATIONS II**

Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8  
Prerequisite(s): PGT 113  
Corequisite(s):  
Emphasizes the advanced press operations. Topics include: first aid and safety, parking and pressure settling, process color printing, dot gain printing, folding/cutting operations, finishing operations, coating process, and quality control requirements.

**PGT 115 - IMAGE OUTPUT AND PREFLIGHT**

Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6  
Prerequisite(s): Program Admission  
Corequisite(s):  
Introduces the students to the study of image output and assembly. Topics include: safety, basic film assembly, film processing/chemistry, basic multicolor assembly, outputting files, film composition and contacting, proofing and plate making, registration methods, output control (preflighting), imposition, trapping, color proofing, and calibration/quality control.

**PGT 120 - BASIC OFFSET PRESS I**

Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8  
Prerequisite(s): PGT 102  
Corequisite(s):  
Introduces the student to offset press technology. Topics include: safety, duplicator platemaking, fundamentals of paper technology for duplicator operations, ink technology for duplicator operations, make ready, single-color printing operations, fountain chemistry pH, planning and scheduling, recording, and cleaning and maintenance.

**PGT 122 - BASIC OFFSET PRESS II**

Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8  
Prerequisite(s): PGT 115  
Corequisite(s):  
Emphasizes the advanced offset press technology. Topics include: safety and advanced duplicator, specialty inks, duplicator attachments for specialty printing, controls and aids for register printing, advanced printing on various substrates, multicolor printing and various quality control teaching, planning and scheduling, and process printing.

**PGT 124 - ADVANCED OFFSET PRESS OPERATIONS**

Weekly Hours: Class - 6; Lab - 4; Credit Hours: 8  
Prerequisite(s): PGT 121  
Corequisite(s):  
Provides instruction in advanced press operations. Platemaking ink technology and paper technology are covered in-depth. Topics include: safety in press operations, plate making for press operations, ink technology for large press operations, fountain chemistry for press operations, planning and scheduling, single color printing, positioning and registration, make and ready for press operations, press adjustments, quality control, and cleaning and maintenance.
PGT 128 - BLACK AND WHITE PHOTO MANIPULATION AND SCANNING
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s):
Focuses on the overview and fundamentals of black and white photo manipulation and scanning. Topics include: safety, scanning operations, resolution, sizing/scaling, file formats, photo manipulation software, half-tone gray scale theory, gray scale, quality control and calibration, OCR software, file conversion, digital input, digital manipulation, digital output, multitasking, industry production techniques and industry standards/quality control.

PGT 150 - DIRECTED INDIVIDUAL STUDY
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s): PGT 101
Corequisite(s):
Provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshop, seminar, or specialized and/or innovative learning arrangements. Topics include: application of occupational/technical skills, adaptability to the work environment, and problem solving. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements.

PHL 103 - INTRODUCTION TO VENIPUNCTURE
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4
Prerequisite(s)/Corequisite(s): AHS 1011, AHS 109, ENG 1010, and Program Admission
Corequisite(s): SCT 100, AHS 104
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.

PHL 105 - CLINICAL PRACTICE
Weekly Hours: Class - 0; Lab - 20; Credit Hours: 6
Prerequisites: AHS 104, PHL 103
Corequisite(s):
Provides work experience in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to hospital policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

PHR 100 - PHARMACEUTICAL CALCULATIONS
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): MAT 1012
Corequisite(s):
Develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHR 101 - PHARMACY TECHNOLOGY FUNDAMENTALS
Weekly Hours: Class - 5; Lab - 1; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s):
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, cardiopulmonary resuscitation (CPR), drug addition and abuse, ethics and laws, definitions and terms, and reference sources.

PHR 102 - PRINCIPLES OF DISPENSING MEDICATIONS
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): PHR 100
Corequisite(s):
Introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; distribution systems; documentation; inventory and filing systems; specific drugs; compounding; contamination control; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHR 103 - PRINCIPLES OF STERILE MEDICATION PREPARATION
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): PHR 101, PHR 102
Corequisite(s): PHR 105
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.
PHR 104 - PHARMACOLOGY
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): PHR 101
Corequisite(s): AHS 1015, PHR 103
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.

PHR 105 - PHARMACY TECHNOLOGY PRACTICUM
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): PHR 101, PHR 102
Corequisite(s): PHR 103
Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: aseptic and sterile techniques, storage and control, documentation, inventory, filing, compounding, parenteral admixtures, filtering, disinfection, medication delivery, and hospital pharmacy techniques.

PHR 106 - ADVANCED PHARMACY TECHNOLOGY PRINCIPLES
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): PHR 103, PHR 105, SCT 100
Corequisite(s): PHR 107
Presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: disease states, treatment modalities, pharmaceutical side effects and drug interactions, controlled substances, physician orders, patient profiles, pharmacy data systems, job readiness, and legal requirements.

PHR 107 - ADVANCED PHARMACY TECHNOLOGY PRACTICUM
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): PHR 103, PHR 105, SCT 100
Corequisite(s): PHR 106
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.

PHY 1110 - INTRODUCTORY PHYSICS
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): MAT 1101 or MAT 1111
Corequisite(s):
The course is an introduction to 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. Laboratory experience supports classroom learning. Computer use is an integral part of class and laboratory assignments.

PHY 1111 - MECHANICS
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): MAT 1112 or MAT 1113
Corequisite(s):
The first course of three algebra and trigonometry based courses in the physics sequence. This course introduces the classical theories of mechanics. Topics include: measurements and systems of units; Newton’s laws; work, energy, and power; momentum and collisions; one and two dimensional motion; circular motion and law of gravity; and rotational dynamics and mechanical equilibrium. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

PHY 1112 – ELECTRICITY AND MAGNETISM
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): PHY-1111
Corequisite(s):
The second of three algebra and trigonometry based courses in the physics sequence. This course introduces theories of electricity and magnetism. Topics include: electric charge, forces, and fields; electric potential, energy, and capacitance; magnetism; electric current, resistance, and basic electric circuits; alternating current circuits; and electromagnetic waves. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

PHY 1113 – FLUIDS, HEAT, SOUND AND LIGHT
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): PHY-1111
Corequisite(s):
The third of three algebra and trigonometry based courses in the physics sequence. This course introduces the classical theories of fluids, heat, sound, and light. Topics include: statics and dynamics of fluids; gas laws; heat transfer; thermodynamics; harmonic motion; wave motion; sound; and properties of light. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

POL 1101 - AMERICAN GOVERNMENT
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s) /Corequisite(s): Program Admissions
Corequisite(s):
This course is a 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. Topics include: foundations of government political behavior; and governing institutions.

**PSC 1111 – PHYSICAL SCIENCE**
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): MAT-1100 OR MAT-1111
Corequisite(s): Introduces the fundamentals of classical physics, the solar system, and universe from a descriptive viewpoint. Topics include: mechanics; temperature and heat; waves; electricity and magnetism; and astronomy. Laboratory exercises supplement class work. Computer use is an integral part of class and laboratory assignments.

**PSY 1010 - BASIC PSYCHOLOGY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Provisional Admission
Corequisite(s): Presents the basic principles of human behavior and their application to everyday life and work. Topics include: introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; life span development, and abnormal psychology.

**PSY 1101 - INTRODUCTION TO PSYCHOLOGY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s): Emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

**PSY 1150 - INDUSTRIAL ORGANIZATIONAL PSYCHOLOGY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission
Corequisite(s): This course provides instruction in, and discussion of a wide range of activities related to interpersonal and managerial skills required in today's business and industry. Topics include: an overview of industrial, organizational psychology, principles of human resources management, psychological testing, performance appraisal, training and professional development of employees, principles of leadership, motivational factors, workplace conditions, safety and health, workplace stressors and worth ethics.

**PSY 2103 - HUMAN DEVELOPMENT**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Corequisite(s): PSY 1101
Corequisite(s): This course surveys the changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death. The scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture are emphasized. Topics include theories: research methods; nature and nurture; physical development; prenatal development, birth, infancy, childhood, adolescence, adulthood, aging, and death; cognitive development, learning perception, and language development; and social development; temperament, emotions, personality, attachment, parenting and family relationships.

**PSY 2250 – ABNORMAL PSYCHOLOGY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Corequisite(s): Studies the nature and causes of various forms of behavior disorder. Topics include: types of abnormalities; psychopathology; assessment and classification of mental disorders; symptomatology of major mental disorders; and critical evaluation of current theories.

**RAD 101 - INTRODUCTION TO RADIOGRAPHY**
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): Corequisite(s): Program Admission level reading and math competency
Corequisite(s): 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. 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 institution affiliation, body mechanics/transportation, vital signs, medical emergencies, contrast agents, CPR, medical and surgical asepsis, OR and mobile procedures, patient preparation, and death and dying.

**RAD 103 - BODY TRUNK AND UPPER EXTREMITY PROCEDURES**
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s)/Corequisite(s): BIO 2113, BIO 2114
Corequisite(s): Introduces the knowledge required to perform radiographic 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; and procedures, anatomy, and topographical anatomy related to body cavities, upper extremities, the shoulder girdle, and the bony thorax imaging, principles, radiographic quality, radiation protection, equipment introduction, and patient preparation/disclaimer contract.

**RAD 106 - LOWER EXTREMITY AND SPINE PROCEDURES**

Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3  
Prerequisite(s): RAD 101  
Corequisite(s):  
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine.

**RAD 107 - PRINCIPLES OF RADIOGRAPHIC EXPOSURE I**

Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4  
Prerequisite(s)/Corequisite(s): RAD 101  
Corequisite(s):  
Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of theoretical principles and concepts. Emphasis will be placed on knowledge and techniques required to process radiographic film. Topics include: radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area considerations, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, automatic processor, artifacts, silver recovery, processing quality assurance concepts, and state and federal regulations.

**RAD 108 - RADIOGRAPHIC PROCEDURES III**

Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4  
Prerequisite(s): BIO 2113, RAD 101  
Corequisite(s):  
Introduces the knowledge required to perform radiographic procedures applicable to human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experiences 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, upper extremities, and the shoulder girdle; anatomy and routine projections of the lower extremities; and anatomy and routine projections of the pelvic girdle.

**RAD 109 - CONTRAST PROCEDURES**

Weekly Hours: Class - 3; Lab - 1; Credit Hours: 3  
Prerequisite(s): RAD 106  
Corequisite(s):  
Continues development of the knowledge and skill required prior to execution of radiographic procedures in the clinical setting. Topics include: gastrointestinal (GI) procedures, genitourinary (GU) procedures, biliary system procedures, and other radiographic procedures.

**RAD 110 - RADIOGRAPHIC PROCEDURES II - A**

Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4  
Prerequisite(s): BIO 2114, RAD 108  
Corequisite(s):  
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the spine, anatomy and routine projections of the bony thorax, anatomy and routine projections of the cranium, and anatomy and routine projections of the facial bones.

**RAD 113 - CRANIUM PROCEDURES**

Weekly Hours: Class - 2; Lab - 1; Credit Hours: 2  
Prerequisite(s): RAD 101  
Corequisite(s):  
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine cranial radiography and anatomy and routine facial radiography.

**RAD 116 - PRINCIPLES OF RADIOGRAPHIC PROCEDURES II**

Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3  
Prerequisite(s): RAD 107  
Corequisite(s):  
Continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Topics include: beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.

**RAD 117 - RADIOGRAPHIC IMAGING EQUIPMENT**

Weekly Hours: Class - 3; Lab - 3; Credit Hours: 4  
Prerequisite(s): RAD 116  
Corequisite(s):  
Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment, image intensified fluoroscopy, recording media
and techniques, image noise, other imaging equipment, computer literacy, monitoring and maintenance, and state and federal regulations.

RAD 119 - RADIOGRAPHIC PATHOLOGY AND MEDICAL TERMINOLOGY
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): BIO 2113, BIO 2114
Corequisite(s):
Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include: pathology fundamentals, trauma/physical injury, and systemic classification of disease and medical terminology.

RAD 120 - PRINCIPLES OF RADIATION BIOLOGY AND PROTECTION
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s): Program Admission level math and English competency
Corequisite(s):
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.

RAD 123 - RADIOLOGIC SCIENCE
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5
Prerequisite(s)/Corequisite(s): MAT 1101 or MAT 1111
Corequisite(s):
Introduces the concepts of basic physics and emphasizes the fundamentals of r-ray generating equipment. Topics include: atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, and control of high voltage rectification, x-ray circuitry, x-ray tubes and rectifiers, production and characteristics of radiation.

RAD 126 - RADIOLOGIC TECHNOLOGY REVIEW
Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s)/Corequisite(s): RAD 134, RAD 138
Corequisite(s):
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: principles of radiographic exposure; radiographic procedures; anatomy, physiology, pathology, and terminology; radiologic science and equipment; radiation protection; and patient care techniques.

RAD 132 - CLINICAL RADIOGRAPHY I
Weekly Hours: Class - 0; Lab - 14; Credit Hours: 5
Prerequisite(s): Program Admission
Prerequisite(s)/Corequisite(s): RAD 104 or RAD 108
Continues introductory student learning experiences in the hospital setting. 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, and bony thorax. Students’ activities are under direct supervision.

RAD 133 - CLINICAL RADIOGRAPHY II
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): RAD 132, RAD 101
Prerequisite(s)/Corequisite(s): RAD 112
Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax; and participation in and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 134 - CLINICAL RADIOGRAPHY III
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): RAD 109; RAD 133
Prerequisite(s)/Corequisite(s): RAD 113
Continues hospital setting work experience. Students improve skills in executing procedures introduced in Radiographic Procedures I and II and practiced in previous clinicals. Topics include: equipment utilization; exposure techniques; participation in and/or observation of gastrointestinal (GI), genitourinary (GU), and biliary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 135 - CLINICAL RADIOGRAPHY IV
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): RAD 101
Corequisite(s):
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography.
Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 136 - CLINICAL RADIOGRAPHY V**
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): RAD 135
Corequisite(s): Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures; and participation in and/or observation of special equipment use. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 137 - CLINICAL RADIOGRAPHY VI**
Weekly Hours: Class - 0; Lab - 28; Credit Hours: 10
Prerequisite(s): RAD 136
Prerequisite(s)/Corequisite(s): RAD 120
Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in Previous Radiographic Procedures Courses and practiced in previous clinical radiography courses. Topics include: equipment utilization, exposure techniques, and participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

**RAD 138 - CLINICAL RADIOGRAPHY VII**
Weekly Hours: Class - 0; Lab - 28; Credit Hours: 10
Prerequisite(s): RAD 137
Corequisite(s): Provides a culminating hospital setting work experience which allows the students to synthesize information and procedural instruction provided throughout the program. Topics include: equipment utilization, exposure techniques, participation in 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.

**RAD 220 - INTRODUCTION TO COMPUTED TOMOGRAPHY**
Weekly Hours: Class - 2; Lab - 0; Credit Hours: 2
Prerequisite(s): Program Admission
RAD 222 and RAD 225
Introduces the student to computed tomography and patient care in the CT suite. Topics include the history of computed tomography, patient care and assessment, contrast agents, radiation safety, medical ethics and law, cultural diversity, and patient information management.

**RAD 221 - COMPUTED TOMOGRAPHY PHYSICS AND INSTRUMENTATION**
Weekly Hours: Class - 7; Lab - 0; Credit Hours: 7
Prerequisite(s): RAD 220, RAD 222, and RAD 225
Corequisite(s): RAD 223 and RAD 226
Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include system operation and components, image processing and display, image quality and artifacts.

**RAD 222 - CT PROCEDURES I**
Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s): Program Admission
Corequisite(s): RAD 220 and RAD 225
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the head, chest, abdomen, and pelvis.

**RAD 223 - CT PROCEDURES II**
Weekly Hours: Class - 4; Lab - 0; Credit Hours: 4
Prerequisite(s): RAD 220, RAD 222 and RAD 225
Corequisite(s): RAD 221 and RAD 226
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed.

**RAD 225 - COMPUTED TOMOGRAPHY CLINICAL I**
Weekly Hours: Class - 0; Lab - 18; Credit Hours: 6
Prerequisite(s): Program Admission
Corequisite(s): RAD 220 and RAD 222
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Topics include equipment utilization, exposure techniques, evaluation of CT procedures, incorporation of contrast media, and progression toward completion of clinical competency evaluations.

**RAD 226 - COMPUTED TOMOGRAPHY CLINICAL II**
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): RAD 220, RAD 222, and RAD 225
Corequisite(s): RAD 221 and RAD 223
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. Topics include equipment utilization, exposure techniques, evaluation of CT procedures, incorporation of contrast
media, post-processing techniques, and completion of clinical competency evaluations.

**RDG 096 - READING II**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): RDG 095, or entrance reading score in accordance with approved TCSG admission score levels  
Corequisite(s): Emphasizes the strengthening of fundamental reading competencies. Topics include: vocabulary skills, comprehension skills, and study skills.

**RDG 097 - READING III**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): RDG 096, or entrance reading score in accordance with approved TCSG admission score levels  
Corequisite(s): This course emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

**RDG 098 - READING IV**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): RDG 097, or entrance reading score in accordance with approved TCSG admission score levels  
Corequisite(s): This course 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.

**SCT 100 - INTRODUCTION TO MICROCOMPUTERS**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3  
Prerequisite(s): Provisional Admission  
Corequisite(s): Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.

**SMB 107 - SMALL BUSINESS ACCOUNTING**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4  
Prerequisite(s): Program Admission  
Corequisite(s): Introduces the basic 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 and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

**SMB 108 - SMALL BUSINESS ACCOUNTING AND FINANCE**
Weekly Hours: Class - 3; Lab - 2; Credit Hours: 4  
Prerequisite(s): SMB 107  
Corequisite(s): Applies the basic principles of accounting to specific account classifications and emphasizes a fundamental understanding of cash flows and analysis of financial statements. Topics include: receivables, plant assets, payables, preparation of sales tax returns, creating a statement of cash flows, and analysis and interpretation of financial statements. Laboratory work demonstrates theory presented in class.

**SOC 1101 - INTRODUCTION TO SOCIOLOGY**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Program Admission  
Corequisite(s): 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.

**SPC 1101 - PUBLIC SPEAKING**
Weekly Hours: Class - 5; Lab - 0; Credit Hours: 5  
Prerequisite(s): Program Admission level language competency or ENG 098  
Corequisite(s): Introduces the fundamentals of oral communication. Topics include: selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by other, and professionalism.

**SUR 101 - INTRODUCTION TO SURGICAL TECHNOLOGY**
Weekly Hours: Class - 5; Lab - 2; Credit Hours: 6  
Prerequisite(s): Program Admission  
Corequisite(s): 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, asepsis and the surgical environment, basic instrumentation and equipment, principles of the sterilization process, and application of sterilization principles.
SUR 102 - PRINCIPLES OF SURGICAL TECHNOLOGY
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): SUR 101; SUR 108; and PSY 1010
Corequisite(s): Provides continued study of surgical team participation by introducing basic case preparation/procedures and creation/maintenance of the sterile field. Topics include: basic case preparation and procedures, creation and maintenance of the sterile field, surgical supplies and accessory equipment, wound management, principles of surgery, minimal invasive surgery, and outpatient surgical procedures.

SUR 108 - SURGICAL MICROBIOLOGY
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s): AHS 104; AHS 109; BIO 2113; SCT 100; ENG 1010, MAT 1012
Corequisite(s): SUR 101; and PSY 1010
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, bloodborne and airborne pathogens, defense microorganisms, infection control, and principles of microbial control and destruction.

SUR 109 - SURGICAL PATIENT CARE
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): SUR 101; SUR 108; and PSY 1010
Corequisite(s):
Introduces a complex diversity of surgical patients. Topics include: physiological diversities and needs, special patient needs, preoperative routine, intraoperative patient care, surgical emergencies, documentation and assessment skills, postoperative patient care, and care of the caregiver.

SUR 110 - SURGICAL PHARMACOLOGY
Weekly Hours: Class - 2; Lab - 2; Credit Hours: 3
Prerequisite(s): SUR 101; SUR 108; and PSY 1010
Corequisite(s): SUR 102, SUR 109
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.

SUR 112 - INTRODUCTORY SURGICAL PRACTICUM
Weekly Hours: Class - 0; Lab - 21; Credit Hours: 7
Prerequisite(s): Program Admission, AHS 1011 and SUR 101 (taken no longer than 6 months prior to enrollment in SUR 112)
Prerequisite(s)/Corequisite(s): SUR 102
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowns, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; and environmental sanitation.

SUR 203 - SURGICAL PROCEDURES I
Weekly Hours: Class - 5; Lab - 2; Credit Hours: 6
Prerequisite(s): SUR 102, SUR 109, SUR 110, SUR 112
Corequisite(s): SUR 213
Continues introduction to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include: general surgery and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SUR 204 - SURGICAL PROCEDURES II
Weekly Hours: Class - 5; Lab - 2; Credit Hours: 6
Prerequisite(s): SUR 203, SUR 213
Corequisite(s): SUR 214
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, orthOPedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery, and neurosurgery.

SUR 213 - SPECIALTY SURGICAL PRACTICUM
Weekly Hours: Class - 0; Lab - 24; Credit Hours: 8
Prerequisite(s): SUR 102, SUR 109, SUR 110, SUR 112, SUR 203
Corequisite(s):
Continues 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.

SUR 214 - ADVANCED SPECIALTY SURGICAL PRACTICUM
Weekly Hours: Class - 0; Lab - 24; Credit Hours: 8
Prerequisite(s)/Corequisite(s): SUR 203, SUR 204, SUR 213
Corequisite(s):
Provides opportunity for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: 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.

SUR 224 - SEMINAR IN SURGICAL TECHNOLOGY
Weekly Hours: Class - 3; Lab - 0; Credit Hours: 3
Prerequisite(s)/Corequisite(s): SUR 214
Corequisite(s):
Prepares students for entry into careers as surgical technologists and enables them to effectively review for the national certification examination. Topics include: professional preparation, certification review, and test-taking skills.

TEL 107 – CABLE INSTALLATION
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): None
Introduces the basics of cable installation from the initial site survey to splicing cable and making connections. Through extensive laboratory activities, students perform the basic tasks of a cable installer. Topics include: site survey, cable pulling, cable connections, cable splicing, and premise distribution systems.

TEL 108 – NETWORK INSTALLATION AND REPAIR I
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite(s)/Corequisite(s): TEL 106 and TEL 107, or ELC 120
Teaches the installation, testing, and repair of simple and complex network systems. Extensive laboratory activities give practical hands-on experience with various telephone systems. Topics include: straight line station apparatus and wiring, special apparatus systems, multi-line systems, isolation faults, line testing, key systems programming, and customer relations.

TEL 116 – FIBER OPTICS
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite: TEL 103 or ELC 120
Corequisite(s): None
Introduces the fundamentals of fiber optics and explores the applications of fiber optics transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices. Topics include: introduction to optical fiber principles, types of optical fiber, characteristics of optical fiber, factors contributing to fiber losses, fiber optic systems, installation and maintenance of fiber optic systems, fusion/quick connect splicing, and terminations.

TEL 122 – MICROCOMPUTER INSTALLATION AND MAINTENANCE
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 7
Prerequisite(s)/Corequisite(s): TEL 106 or ELC 107
Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventive maintenance.

TEL 128 - TELEPHONE BASICS
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Upon completion of this course the student will have a basic knowledge and hands-on skills in basic telephone and cabling used in the telecommunications industry.

TEL 132 - NETWORKING CABLEING AND FIBER OPTICS
Weekly Hours: Class - 5; Lab - 5; Credit Hours: 7
Prerequisite(s): Provisional Admission
Corequisite(s):
To equip technicians with the fundamental knowledge, skills and understanding that will enable them to install, troubleshoot and maintain today’s networks. Topics include: familiarization with the graymark, a cabling tech cable installation trainer; network theory; network components and functions; installation of cabling systems; and network testing and troubleshooting.

TEL 160 – DIGITAL TRANSMISSION SYSTEMS
Weekly Hours: Class – 2; Lab – 3; Credit Hours: 3
Prerequisite(s): None
Corequisite: TEL 140
Introduction to digital transmission systems - Topics include: analog-to-digital conversion; digital signaling schemes employed; framing and formatting; the North American Digital Hierarchy; SONET. Upon completion the student will be able to identify the various digital hierarchies used in communications. The student will be able to test and identify the different framing formats found in TDM and understand the steps in analog to digital conversion Performed by codecs.

TEL 169 – CABLE TV FUNDAMENTALS
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisites: IFC 101, IFC 102
Corequisite(s): None
Upon completion of the course a student will understand the fundamentals of cable television systems and high-speed data and telephony over cable. This course provides the basis for further study of cable television and broadband
systems. Topics include: general organization of cable TV systems; TV transmission plans and equipment; TV signal characteristics and processing; and basic analysis of TV picture quality and problems.

**TEL 170 – BROADBAND CABLE INSTALLATION**
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite: TEL 169
Corequisite: TEL 170
Introduces the basics of coaxial cable installation from the initial site survey to installing cable and making connections. Through extensive laboratory activities, students will perform the basic tasks of a coaxial cable installer. Including but not limited to site survey, cable pulling, cable connections, cable distribution systems, and premise connections.

**TEL 172 – BROADBAND SYSTEM INSTALLATION**
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite: TEL 170
Corequisite(s): None
Upon completion the student will understand and perform the following: the installation, testing, and repair of simple and complex broadband systems. The student will be involved in extensive laboratory activities give practical hands-on experience with various broadband equipment and systems. Topics include: installing customer drops; setting up and configuring cable access units (set-top boxes), TV sets, VCRs and other customer broadband and equipment.

**TEL 174 – BROADBAND TROUBLESHOOTING AND REPAIR**
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 6
Prerequisite: TEL 172
Corequisite(s): None
Introduces students to procedures for troubleshooting cable TV equipment and lines. Upon completion the student will be able to perform proper testing techniques and test equipment used in troubleshooting cable systems and equipment including but not limited to cable drops, connectors, receivers and TVs. Topics include: troubleshooting procedures, test equipment, troubleshooting and repair of cable distribution systems, and troubleshooting and repair of CPE systems.

**TEL 180 – S/W SYSTEM MAINTENANCE**
Weekly Hours: Class – 2; Lab – 3; Credit Hours: 3
Prerequisite: TEL 167
Corequisite(s): None
This course will provide the student with the background, knowledge, and experience necessary to install software updates on the cell site equipment. The updating of computer software will be covered, but more important will be the updating of the software in the embedded computers controlling the operations of the cell site equipment.

**TEL 202 – PREPARATION FOR BICSI APPRENTICE CERTIFICATION**
Weekly Hours: Class – 2; Lab – 3; Credit Hours: 3
Prerequisite(s)/Corequisite(s): None
This course is designed for the entry-level telecommunications technicians who need to understand the industry and be proficient in the basic practices used in a structured cabling and installation environment. Topics include identification of industry structure, standards, codes, and methodologies; media characteristics; preparation for installation, connectors, grounding and bonding; testing, pulling and termination of cable; cable splicing; fire stopping; administration; professionalism; selection and maintenance of tools; delivery and inventory of equipment; and interpretation of symbols and specifications.

**TEL 211 – COMMUNICATION PLATFORMS**
Weekly Hours: Class – 4; Lab – 6; Credit Hours: 7
Prerequisite: Tel 106 or ELC 107
Corequisite(s): None
Provides students an overview of the different types of communication platforms used primarily in the interconnects as well as the business systems component of service providers. Students will get detailed knowledge on system features, installation, and programming. The course will cover communication platforms including KSUs, PBXs, voicemail, and VoIP. The student will perform extensive hands-on lab exercises involving installation, programming, and troubleshooting of the various platforms.

**VCM 136 - DIGITAL PHOTO EDITING**
Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s): VCM 121, VCM 124, VCM 127
Corequisite(s): Provides hands-on experience with major photo editing software. Topics include: digital input (scanners, digital cameras), resolution, color modes, layering and masking, input levels, filters, retouching, special effects.

**WLD 100 - INTRODUCTION TO WELDING TECHNOLOGY**
Weekly Hours: Class - 4; Lab - 4; Credit Hours: 6
Prerequisite(s): Provisional Admission
Corequisite(s): 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.

**WLD 101 - OXYFUEL CUTTING**
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 4
Prerequisite(s)/Corequisite(s): WLD 100
Corequisite(s):
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.

**WLD 102 - OXYACETYLENE WELDING**
Weekly Hours: Class - 1; Lab - 2; Credit Hours: 1
Prerequisite(s): WLD 100
Corequisite(s):
Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

**WLD 103 - BLUEPRINT READING I**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s)/Corequisite(s): MAT 100
Corequisite(s):
Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include: basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of prints.

**WLD 104 - SHIELDED METAL ARC WELDING I**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): WLD 100
Corequisite(s):
Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices, fundamental SMAW theory, basic electrical principles, SMAW machines and setup, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

**WLD 105 - SHIELDED METAL ARC WELDING II**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): WLD 104
Corequisite(s):
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.

**WLD 106 - SHIELDED METAL ARC WELDING III**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): WLD 104
Corequisite(s):
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.

**WLD 107 - SHIELDED METAL ARC WELDING IV**
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): WLD 104
Corequisite(s):
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.

**WLD 108 - BLUEPRINT READING II**
Weekly Hours: Class - 1; Lab - 4; Credit Hours: 3
Prerequisite(s): WLD 103
Corequisite(s):
Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design.
WLD 109 - GAS METAL ARC WELDING (GMAW/MIG)
Weekly Hours: Class - 3; Lab - 7; Credit Hours: 6
Prerequisite(s): WLD 100
Corequisite(s):
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.

WLD 110 - GAS TUNGSTEN ARC WELDING (GTAW/TIG)
Weekly Hours: Class - 2; Lab - 5; Credit Hours: 4
Prerequisite(s): WLD 100
Corequisite(s):
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WLD 112 - PREPARATION FOR INDUSTRIAL QUALIFICATION
Weekly Hours: Class - 2; Lab - 6; Credit Hours: 4
Prerequisite(s): WLD 101, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110
Corequisite(s):
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.

WLD 133 - METAL WELDING AND CUTTING TECHNIQUES
Weekly Hours: Class - 2; Lab - 3; Credit Hours: 3
Prerequisite(s): Provisional Admission
Corequisite(s):
Provides instruction in the fundamental use of the electric arc welder and the oxyacetylene cutting outfit. Emphasis is placed on safe setup and use of equipment. Topics include: arc welding, flame cutting, safety practices, and brazing.

WLD 150 - ADVANCED GAS TUNGSTEN ARC WELDING
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): WLD 100, WLD 110
Corequisite(s):
Provides advanced knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions are used in the evaluation of student progress toward making advanced industrial standard welds. Topics include: 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 in all positions.

WLD 151 - FABRICATION PRACTICES
Weekly Hours: Class - 4; Lab - 2; Credit Hours: 5
Prerequisite(s): WLD 107, WLD 108, WLD 109
Corequisite(s):
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WLD 152 - PIPE WELDING
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): WLD 107, WLD 108
Corequisite(s):
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 pipe (6G).

WLD 153 - FLUX CORED ARC WELDING
Weekly Hours: Class - 2; Lab - 8; Credit Hours: 5
Prerequisite(s): WLD 100
Corequisite(s):
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.

WLD 154 - PLASMA CUTTING
Weekly Hours: Class - 4; Lab - 3; Credit Hours: 5
Prerequisite(s): WLD 100
Corequisite(s):
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.

**WLD 160 - WELDING AND JOINING TECHNOLOGY**

**HALF-TIME INTERNSHIP**

Weekly Hours: Class - 0; Lab - 15; Credit Hours: 5
Prerequisite(s): Completion of two full quarters with a GPA of 3.0 or better.
Corequisite(s):
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.
# Academic Calendar 2010-2011

## Summer Quarter 2010 (Jul 13 – Sept 23)
- **Jul 1-2**: Annual Leave/In Service
- **Jul 5**: Holiday (Independence Day)
- **Jul 6-9**: Annual Leave/In Service
- **Jul 12**: New Student Orientation
- **Jul 13**: First Official Day of Class – Day & Evening
- **Jul 15**: Last Day to Drop Class Without Penalty
- **Jul 20**: Last Day to Add Classes
- **Aug 19**: Advisement Day for Returning Students
- **Aug 30**: New Student Registration Begins
- **Sep 3**: Annual Leave/In Service
- **Sep 6**: Holiday (Labor Day)
- **Sep 12**: New Student Registration Begins
- **Sep 19**: Annual Leave/In Service
- **Sep 24**: GRADES DUE NO LATER THAN 3PM / Annual Leave/In-Service
- **Sep 27-29**: Annual Leave/In-Service
- **TBD**: GRADUATION

## Winter Quarter 2011 (Jan 10 – March 23)
- **Jan 3**: Holiday (New Year’s Day)
- **Jan 4-5**: Annual Leave/In-Service
- **Jan 12**: Last Day to Drop Class Without Penalty
- **Jan 17**: Holiday (Martin Luther King Birthday)
- **Jan 18**: Last Day to Add Classes
- **Feb 17**: Advisement Day for Returning Students
- **Feb 18**: Annual Leave/In Service
- **Feb 28**: New Student Registration Begins
- **Mar 3**: Last Day of Classes
- **Mar 24**: GRADES DUE BY 3PM / In-Service/Annual Leave
- **Mar 25-30**: Annual Leave/In-Service
- **TBD**: GRADUATION

## Fall Quarter 2010 (Oct 4 – Dec 16)
- **Sep 30**: New Student Orientation
- **Oct 1**: Annual Leave-In Service
- **Oct 4**: First Official Day of Class – Day & Evening
- **Oct 6**: Last Day to Drop Class Without Penalty
- **Oct 11**: Last Day to Add Classes
- **Nov 4**: Advisement Day for Returning Students
- **Nov 15**: New Student Registration Begins
- **Nov 24**: Annual Leave/In Service
- **Nov 25**: Holiday (Thanksgiving)
- **Nov 26**: Holiday (Robert E. Lee’s Birthday – Observed)
- **Dec 6**: Last Day of Classes
- **Dec 17**: GRADES DUE BY 3PM / Annual Leave/In-Service
- **Dec 20-22**: Annual Leave/In-Service
- **Dec 23**: Holiday (Washington’s Birthday - Observed)
- **Dec 24**: Holiday (Confederate Memorial Day - 2010 - Observed)
- **Dec 27**: Holiday (Christmas Day)
- **Dec 30**: Annual Leave/In-Service
- **Dec 31**: Holiday (Columbus Day - Observed)
- **TBD**: Holiday (Veteran’s Day – Observed)
- **TBD**: GRADUATION

## Spring Quarter 2011 (April 4 – June 16)
- **Mar 31**: New Student Orientation
- **Apr 1**: Annual Leave-In Service
- **Apr 2**: First Official Day of Class – Day & Evening
- **Apr 6**: Last Day to Drop Class Without Penalty
- **Apr 11**: Last Day to Add Classes
- **Apr 22**: Annual Leave/In Service
- **Apr 25**: Holiday (Confederate Memorial Day 2011 - Observed)
- **May 12**: Advisement Day for Returning Students
- **May 23**: New Student Registration Begins
- **May 27**: Annual Leave/In Service
- **May 30**: Holiday (Memorial Day)
- **Jun 16**: Last Day of Classes
- **Jun 17**: GRADES DUE BY 3PM / In-Service/Annual Leave
- **Jun 20-30**: Annual Leave/In-Service
- **TBD**: GRADUATION
# Academic Calendar for 2011-2012

<table>
<thead>
<tr>
<th><strong>Summer Quarter 2011 (Jul 11 – Sep 21)</strong></th>
<th><strong>Winter Quarter 2012 (Jan 9 – March 21)</strong></th>
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*Academic calendar 2011-2012 is tentative.*
Criminal Justice Technology Program Coordinator  
Associate of Science, Criminal Justice, Community College of the Air Force  
Associate of Science, Social Behavioral Sciences, Texas Lutheran University  
Bachelor of Arts, Criminal Justice, American Military University

Baggett, Rodney (2007)  
Commercial Truck Driving Instructor  
Technical Certificate, Commercial Truck Driving Training, Altamaha Technical College

Barnett, Frank (2005)  
Pharmacy Technology Program Coordinator  
Associate of Science, Technical Studies, Valdosta State University  
Diploma, Pharmacy Technology, Valdosta Technical College

Beard, Thomas (1993)  
Adult Education Instructor  
Bachelor of Science in Education, Industrial Education, Northern Illinois University  
M.Ed., Vocational Education, University of Illinois

Bennett, Lynn (2001)  
Accounting Program Coordinator  
B.B.A., Accounting, Valdosta State University

Bilger, Steven (1993)  
Automotive Technology Program Coordinator  
Diploma, Automotive Technology, Valdosta Technical College

Booth, Linda (1978)  
Radiologic Technology Program Coordinator  
Diploma, Radiologic Technology, Valdosta Technical College  
Bachelor of Science, Technical, Trade, and Industrial Education, Valdosta State University  
Bowen, Lynn (1998)  
Computer Information Systems Program Coordinator  
Bachelor of Science, Business Education, Valdosta State University

Bradford, Danny (2006)  
Commercial Truck Driving Instructor  
Technical Certificate, Automotive Technology, Valdosta Technical College

Brandies, Jason (2010)  
Math Instructor  
Master of Science, Math, Georgia Southern University  
Bachelor of Science, Math, Georgia Southern University

Braswell, Glenda (2005)  
Radiologic Technology Clinical Instructor  
Associate of Applied Science, Radiologic Technology, Valdosta Technical College  
Diploma, Radiologic Technology, Valdosta Technical College

Brownlee, Kiva (2009)  
Adult Education Instructor  
Bachelor of Science, Management, Troy University  
Bachelor of Science, Sociology, Georgia Southwestern State University

Bruce, Cecelia (1984)  
Medical Assisting Program Coordinator  
Bachelor of Science in Nursing, Nursing, Valdosta State University

Burgess, Karen (2007)  
Clinical Laboratory Technology Program Coordinator  
M.S.Ed., Educational Technology, Boise State University  
Bachelor of Science, Biology/Medical Technology, Auburn University at Montgomery  
A.A.T., Medical Lab Technology, Southwest Georgia Technical College

Cannington, Edward (1986)  
Industrial Electrical Technology Program Coordinator  
Diploma, Industrial Electrical Technology, Valdosta Technical College

Carlton, Cabot (2008)  
Welding and Joining Technology Instructor  
GED, East Central Technical College  
Technical Diploma, Welding and Joining Technology, Moultrie Technical College

Clements, DeAnna (2005)  
Computer Information Systems Networking Instructor  
Master of Science, Computer Science, Georgia Southwestern State University  
Bachelor of Arts, English, Valdosta State University  
Associate of Arts, English, Abraham Baldwin Agricultural College  
High School Diploma, Fitzgerald High School
Clemons, Joy (2001)
Cosmetology Instructor
Diploma, Cosmetology, Westside Vocational Technical Center

Corbitt, Donna (2008)
Practical Nursing Instructor, Lead
Master of Science, Nursing, Valdosta State University
Bachelor of Science, Nursing, Albany State College
Associate of Science, Nursing, South Georgia College
Practical Nursing Diploma, Waycross Ware Technical School

Cox-Carter, Dorothy (1980)
Surgical Technology Program Coordinator
Bachelor of Science in Nursing, Nursing, Florida State University

Davis, Denese (1993)
Practical Nursing Instructor
Bachelor of Science in Nursing, Nursing, Valdosta State University
M.Ed., Vocational Education, Valdosta State University

Davis, Jesse (2007)
Automotive Instructor
Technical Diploma, Automotive Technology, Ben Hill-Irwin Institute
GED, State of Georgia

Davis, Lorie (2010)
Practical Nursing Instructor
Associate of Science in Nursing, Abraham Baldwin Agricultural College

Davis, Mary (1996)
Practical Nursing Instructor
Bachelor of Science in Nursing, Nursing, Valdosta State University
M.S.N., Nursing, Valdosta State University

Dukes, Marsha (2001)
Business Administrative Technology Program Coordinator
Bachelor of Arts, Vocational Technical Education, University of North Florida

Durden, Mike (2007)
Car Audio Instructor, Coffee High School
GED
Certification, Mobile Electronics Certification Program
Certification, Advanced Mobile Electronics Certification Program

During, Donald (2000)
Telecommunications Technology Instructor
Technical Diploma, Convergent Telecommunications, East Central Technical College
Technical Certificate, Programming I in Basic, Ben Hill-Irwin Technical Institute
Completed Courses, General Studies, Vincennes University
Completed Courses, Business Administration, Brenau
Completed Courses, Telephony, Central Carolina Technical Institute

Ellis, Charles (2008)
English Instructor
Bachelor of Arts, Philosophy, Valdosta State University
M.A., English, Valdosta State University

Elberry, Nancy (1984)
English & Speech Program Coordinator
B.B.A., Business Education, Valdosta State University
M.Ed., Business Education, Valdosta State University
Ed.S. Business Education, Valdosta State University

Espeno, Joel (2009)
Computer Information Systems Instructor
Bachelor of Science, Electrical Engineering, University of Florida

Fletcher, Christi (2007)
Business Administrative Technology Instructor
Bachelor of Science, Business Education, Valdosta State University

Fletcher, Wendy (2007)
Early Childhood Care and Education Program Coordinator
Bachelor of Science, Early Childhood Education, Valdosta State University
M.E., Post Secondary Education, Troy University

Floyd, Deidra (2007)
Practical Nursing Instructor
Bachelor of Science, Nursing, South Georgia College
Associate of Science, Nursing, South Georgia College

Frailey, Margaret (1997)
Dental Hygiene Instructor
Associate of Applied Science, Dental Hygiene, Oakland Community College
Bachelor of Science in Education, Technical, Trade, & Industrial Education, Valdosta State University

Fugate, Cheri (2004)
Banking and Finance Program Coordinator
Diploma, Medical Assisting, Valdosta Technical College
AIB Banking and Finance Diploma, American Institute of Banking
B.B.A., Accounting, Valdosta State University
Gates, Ivory (1997)
Air Conditioning Technology Program Coordinator
Bachelor of Science in Education, Technical, Trade, & Industrial Education, Valdosta State University
M.Ed., Adult and Career Education, Valdosta State University

Goodson III, Jim (2005)
Fire Science Technology Program Coordinator
Associate of Applied Science, Fire Science, Community College of the Air Force
Associate of Applied Science, General Studies, Georgia Military College
B.B.A., Management, Valdosta State University

Grant, Carolyn (2004)
Patient Care Assisting Instructor
Diploma, Practical Nursing, Valdosta Technical College
Bachelor of Arts, Sociology, Valdosta State University

Groover, Tammy (2010)
Practical Nursing Instructor
Bachelor of Science, Nursing, Valdosta State University

Harper, Donna (1992)
Business Administrative Technology Instructor, Extended Day
Bachelor of Business Administration, Georgia Southwestern State University
Associate of Science, Business Administration, Abraham Baldwin Agricultural College
Associate of Applied Science, Information and Office Technology, Abraham Baldwin Agricultural College
Technical Diploma, Accounting, East Central Technical College
Technical Diploma, Information & Office Technology, East Central Technical College
Courses, Management, Valdosta State University

Henderson, Kristy (2007)
Cosmetology Instructor
Associate of Science, Education, South Georgia College
Technical Diploma, Cosmetology, East Central Technical College
Technical Certificate, Child Development Specialist, East Central Technical College

Howell, Scott (2005)
Broadband Telecommunications Technology Instructor
Associate Degree, General Studies, Arapahoe Community College
Technical Diploma, Convergent Telecommunications, East Central Technical College

Huffstuttler, Pamela (2010)
Practical Nursing Instructor
Master of Science, Nursing, Valdosta State University
Bachelor of Science, Nursing, Albany State University
Associate of Science in Nursing, South Georgia College

Ingra, Leigh (2005)
Cosmetology Instructor
Diploma, Cosmetology, Valdosta Technical College
Associate of Applied Science, General Studies, Georgia Military College

Jackson, Susan (1979)
Allied Health Core Instructor
Bachelor of Science in Education, Trade and Industrial Education, Valdosta State University
M.Ed., Vocational Education, Valdosta State University
Ed.S., Trade and Industrial Education, University of Georgia
Post-Baccalaureate Certificate, Health Information Administration, Medical College of Georgia

Jeter, Carol (1987)
Cosmetology Program Coordinator
Diploma, Cosmetology, Macon University of Cosmetology
Associate of Applied Science, Technical Education, Valdosta State University

Kennedy, Jerry (1998)
Commercial Truck Driving Instructor
Technical Training, Auto Collision Repair, Valdosta Technical College

Lee-Mathis, Denise (1993)
Adult Education Instructor
Bachelor of Science in Education, Special Education, Valdosta State University
M.S., Post Secondary Instructional, Troy University

Leyse, Angela (2009)
Practical Nursing Instructor
Associate of Science, Nursing, Abraham Baldwin Agricultural College
Lightsey, Phyllis (1988)
Marketing Management Program Coordinator
Bachelor of Science, Business Administration - Marketing, Louisiana Tech University
M.Ed., Vocational Education, Valdosta State University

Lockwood, Kellie (2003)
Practical Nursing Instructor
Master of Science, Nursing, Valdosta State University
Bachelor of Science, Nursing, University of the State of New York
Technical Diploma, Nursing, Grady Memorial Hospital School of Nursing

Lott, April (2008)
Cosmetology Instructor
Technical Diploma, Cosmetology, East Central Technical College

McCulloch, Sonja (2002)
Criminal Justice Instructor
Master of Science, Criminal Justice, Troy University
Bachelor of Science, Criminal Justice, Valdosta State University
Associate of Arts, General Studies, South Georgia College

McDuffie, Wayne (2005)
Computer Information Systems Instructor
Master of Science, M.Ed--Instructional Technology, Troy University
Bachelor of Business Administration, General Business, Georgia Southwestern State University
Associate of Science, Business, Abraham Baldwin Agricultural College

Maddock, Gregory (2006)
Drafting Technology Program Coordinator
Technical Certificate, CAD Operator-Mechanical, Moultrie Technical College
Associate of Applied Science, Nursing, Community College of Southern Nevada
B.F.A, Art, University of Georgia

Metzger, Kathleen (2003)
Health Core Coordinator
M.S., Nursing, University of Phoenix
Bachelor of Science, Nursing, University of Akron

Miller, Alice (2008)
Practical Nursing Instructor, Extended Day
Bachelor of Science, Nursing, Valdosta State University

Mullis, Lu (2009)
Medical Assisting Instructor
Associate in Science, Nursing, South Georgia College
Technical Diploma, Practical Nursing, East Central Technical College

Nolan, Kim
Adult Education Instructor
Master of Science, Management and Leadership, Troy University

Norman, Donna (2007)
Math Instructor
Master of Education, Middle Grades Education, Georgia Southwestern State University
Bachelor of Science, Education, Georgia Southwestern State University

Parrish, Cindy (2001)
Allied Health Programs Instructor
Master of Science, Nursing, Valdosta State University
Bachelor of Science, Nursing, Albany State University
Associate of Applied Science, Nursing, South Georgia College

Plos, Wayne (2007)
Machine Tool Technology Program Coordinator
A.A.T., Machine Tool Technology, Valdosta Technical College

Pollock, Gary (2008)
Computer Information Systems Instructor
Bachelor of Science, Psychology, Valdosta State University

Ponsell Tommy (2006)
Commercial Truck Driving Instructor
High School Diploma, Brantley County High School

Puckett, Mollee (2007)
Science Program Coordinator
Bachelor of Arts, Biology, West Texas State University
M.S., Biological Sciences, University of Houston

Renfroe, Lee (2008)
Convergent Telecommunications Instructor
Associate of Applied Science, Technology, Abraham Baldwin Agricultural College
Technical Diploma, Telecommunications Technology, East Central Technical College
Rewis, Wally (1997)
   Welding and Joining Technology Program Coordinator
   Diploma, Welding and Joining Technology, Valdosta Technical College
   Associate of Science, Education, Georgia Military College

Riley, Diann (2007)
   Patient Care Assisting Program Coordinator
   Bachelor of Science, Nursing, Valdosta State University

Royal, Katrina (1999)
   Adult Education Instructor
   Bachelor of Arts, Political Science, Valdosta State University
   M.T.S., Master of Theological Studies, Bethany Divinity College and Seminary
   M.S., Post Secondary Instructional, Troy University

Royals, John (2004)
   Automotive Technology Instructor
   Diploma, Automotive Technology, Valdosta Technical College

Sands, Cherlyn (1999)
   Adult Education Instructor
   Bachelor of Science, Elementary Education, Valdosta State University

Satterfield, Cathy (2007)
   Cosmetology Instructor, Coffee High School
   Technical Certificate, Nail Technician, East Central Technical College

Schaeffer, Jamie (2001)
   Business Administrative Technology Instructor
   Master of Arts, Accounting and Financial Management, DeVry University, Keller Graduate School of Mgmt
   Bachelor of Arts, Accounting, with a minor in Information Systems, Mount Union College

Seabolt, Michael (2006)
   Electrical Construction & Maintenance Instructor
   Associate of Applied Science, Electronics Technology, Heart of Georgia Technical College
   Technical Diploma, Electronic Technology, South Georgia Technical College

Sharpe, Dorothy (2007)
   Cosmetology Instructor
   Diploma, Business Office Technology, Valdosta Technical College
   Diploma, Cosmetology, Moultrie Technical College

Shealy, Danya (2000)
   Business Administrative Technology Instructor
   Diploma, Computer Information Systems, Valdosta Technical College
   B.A.S., Technical Studies, Valdosta State University

Slade, Carolyn (2007)
   Practical Nursing Instructor
   Associate of Applied Science, Nursing, Calumet College

Smith, Betty (1993)
   Adult Education Instructor
   Bachelor of Science, Natural Sciences Mathematics, Paine College
   M.S., Post Secondary Instructional, Troy University

Smith, Randall (2000)
   Dental Programs Assistant Director
   D.D.S., Dentistry, Emory University

Spangle, Clyde (2008)
   Auto Collision Repair Instructor
   Associate of Occupational Technology, WyoTech, Blairsville Campus

Spriggs, Jackie (1992)
   Practical Nursing Program Coordinator
   Bachelor of Science in Nursing, Nursing, Valdosta State University
   M.Ed., Vocational Education, Valdosta State University

Stubbs, Nikki (2008)
   Printing and Graphic Arts Technology Instructor
   B.F.A., Art, Valdosta State University

Taft, Kyle (2008)
   Early Childhood Care and Education Instructor
   Master of Science, Education, Elementary and Reading, Walden University
   Bachelor of Science, Early Childhood Education, Valdosta State University
   Associate of Science, Education, South Georgia College

Thomason, John (2002)
   Computer Information Systems Instructor
   Associate of Applied Science, Information Systems Management, Community College of Air Force
   Associate of Applied Science, Armament Systems Technology, Community College of Air Force

Thompson, Casey (2008)
   Computer Information Systems Instructor
   Bachelor’s Degree, Information Technology, Valdosta State University
   Associate of Applied Sciences, Computer Information Systems, South Georgia College
Thompson, Donivan (2009)  
Industrial Systems Technology Instructor  
Technical Diploma, Industrial Maintenance Technology,  
East Central Technical College

Tucker, Barbara (1986)  
Paramedic Technology Program Coordinator  
Bachelor of Science in Nursing, Nursing, Valdosta State University  
M.S.N., Nursing, Valdosta State University  
Ed.S., Vocational Education, University of Georgia

Vickers, Drew (1996)  
Industrial Systems Technology Program Coordinator  
Diploma, Industrial Maintenance Technology, Valdosta Technical College  
Associate of Applied Science, Technical Studies, Universal Certificate, Valdosta State University

Watkins, Alison (1996)  
Business Administrative Technology Instructor  
Bachelor of Science, Business Education, Valdosta State University  
M.Ed., Business Education, Valdosta State University

Watson, Scott (2007)  
Air Conditioning Technology Instructor  
Technical Diploma, Air Conditioning Technology, East Central Technical College  
Technical Certificate, Advanced Commercial Refrigeration, East Central Technical College

Watts, Kerry (2004)  
Environmental Horticulture Program Coordinator  
B.B.A., Management, Valdosta State University  
B.S.A., Landscape & Grounds Management, University of Georgia

Wentworth, Marilu (2000)  
Printing and Graphic Arts Technology Program Coordinator  
Degree Candidate, Associate of Applied Science, Vocational Technical Education Technology, Valdosta State University

White, Mike (1998)  
Commercial Truck Driving Program Coordinator  
CTD Technical Certificate, Ridge Vocational Technical Center

Whitson, Mark (2005)  
Auto Collision Repair Program Coordinator  
Master Collision Repair & Refinish Technician, National A.S.E. Certification  
Collision Repair Estimator, National A.S.E. Certification  
I-CAR Certified Administrator

Wilkerson, Gerald (2007)  
Optical Technology Program Coordinator  
Associate of Applied Science, Opticianry, DeKalb Technical College  
Licensed Dispensing Optician, State of Georgia Board of Dispensing Opticians  
Certified Contact Lens Technician, National Contact Lens Examiners  
Certified Optician, American Board of Opticianry

Wilkes, Kelli (2005)  
English Instructor  
Bachelor of Arts, English, Valdosta State University

Williams, Jana (2005)  
English Instructor  
Master of Arts, English, Valdosta State University  
Bachelor of Arts, English, Valdosta State University  
High School Diploma, Wheeler Co. High School

Williams, Michael (2006)  
English Instructor  
Master of Arts, English, Valdosta State University

Director of Dental Programs  
M.Ed. Adult Education, Valdosta State University  
Bachelor of Science in Education, Technical, Trade, and Industrial Education, Valdosta State University  
Associate of Science, Dental Hygiene, Darton College

Young, Michael (1998)  
Psychology Program Coordinator  
B.G.S., General Studies, Valdosta State University  
M.Ed., Counseling and Guidance, Valdosta State University
Akins, Linda (1999)  
Adult Education Instructor  
Bachelor of Arts, Social Welfare, Fort Valley State College

Adjunct Patient Care Assisting Instructor, Coffee Campus  
Bachelor of Science, Nursing, Missouri Valley College  
Courses, Anesthesia, American Association of Nurse Anesthetists

Anderson, Kymberly (2009)  
Adjunct Medical Assisting Instructor, Coffee Campus  
Associate of Applied Science, Nursing, South Georgia College  
Technical Diploma, Medical Assisting, East Central Technical College

Arden, Judy (2008)  
Dental Hygiene Instructor  
Associate of Science, Dental Hygiene, Darton College  
General Construction Assistant, Coffee High School 9th Grade Academy  
Associate of Science, Agri-Science Technology, Abraham Baldwin Agricultural College

Arnold, III, Morgan (2009)  
Adjunct CIS Instructor, Ben Hill-Irwin Campus  
Technical Diploma, CISCO CCNP Specialist, East Central Technical College

Ary, Paula (1999)  
Computer Information Systems Instructor  
Bachelor of Arts, Sociology, Valdosta State University

Beckett, Thomas (2007)  
Industrial Electric Technology Instructor  
Bachelor of Arts, Economics, Slippery Rock University  
Diploma, Industrial Electric Technology, Valdosta Technical College

Bitterman, Alan (2007)  
Adjunct Online CIS Instructor  
Master of Science, Computer Science, Southwestern State University  
Bachelor of Science, Industrial Engineering, Georgia Institute of Technology  
Technical Certificate, Business Computer Systems, Darton College

Boutwell, Denise (2009)  
Nutrition and Diet Instructor  
Internship, Registered Dietician, Medical University of South Carolina  
B.S.F.C.S., Dietetics, University of Georgia  
B.S.E.P., Exercise Physiology, Valdosta State University

Bowen, Andrea (2004)  
Psychology Instructor  
A.B., Criminal Justice, University of Georgia  
Bachelor of Science, Psychology, University of Georgia  
Ed.S., School Counseling, Valdosta State University

Brauda, Sherrie (2009)  
Adjunct Allied Health Instructor, Coffee Campus  
Technical Diploma, Nursing, Okefenokee Technical College  
Technical Diploma, Medical Lab Technician, Okefenokee Technical College

Braun, Linda (2009)  
Adjunct English Instructor, BH-I Campus  
Master of Education, Secondary Education, Valdosta State University  
Bachelor of Science, Secondary Education, University of Georgia

Bridges, Andrea (2002)  
English Instructor  
Bachelor of Science in Education, Secondary Education, Valdosta State University  
M.Ed., Instructional Technology, Valdosta State University

Brinkley, Ruby (2008)  
Patient Care Assisting Instructor  
Pamphlet, Practical Nursing, Valdosta Technical College

Broughton, Karen (2007)  
Accounting Instructor  
B.B.A., Finance, Valdosta State University  
B.B.A., Accounting, Valdosta State University  
M.B.A., Business, Valdosta State University

Brown, Debra (2007)  
Adjunct Online Allied Health Instructor  
Associate of Science, Nursing, Abraham Baldwin Agricultural College

Brown, Kelisa (1994)  
Adult Education Instructor  
B.G.S., General Studies, Valdosta State University
Corgan, Cindy (1997)
Business Office Technology Instructor
Bachelor of Arts, Elementary Education, University of Central Florida
M.Ed., Educational Leadership, Valdosta State University
M.Ed., Middle Grades Education, Valdosta State University

Cox, David (2008)
Adjunct Clinical Instructor, Coffee Campus
Associate of Science, Nursing, South Georgia College

Cozma, Codrina (2009)
Adjunct English Instructor, Coffee Campus
Ph.D., English, University of South Florida
Master of Arts, English, Valdosta State University
Bachelor of Arts, English and German language and Literature, Cuza University

Crowell, Marjorie (2008)
Patient Care Assisting Instructor
Bachelor of Science in Nursing, Nursing, Florida A&M University

Dampier, Brandi (2006)
Business Office Technology Instructor
Bachelor of Science in Education, Business Education, Valdosta State University

Davis, Amy (2006)
Cosmetology Instructor
Diploma, Cosmetology, Moultrie Technical College

Davis, Bo (George) (2007)
Adjunct Certified Truck Driving Instructor
High School Diploma, Wilcox County High School
Davis, Margaret (2009)
Health Core Instructor
Bachelor of Science, Early Childhood Education, Wheelock College
Diploma, Nursing, St Elizabeth Hospital School of Nursing
Diploma, Practical Nursing, Youville Hospital School of Practical Nursing

Delaney, Thomas (2006)
Adjunct Industrial Systems Technology Instructor, Ben Hill-Irwin Campus
Technical Diploma, Industrial Maintenance Technology, East Central Technical College

Brown, Tammy (2007)
Marketing Management Instructor
B.B.A., Marketing, Valdosta State University
M.B.A., Management, Florida State University

Bryant, William (2008)
Adjunct Online Criminal Justice Instructor
Bachelor of Science, Criminal Justice, Columbus State University
Associate of Science, Criminal Justice, Coastal Georgia Community College
Coursework, University of Virginia
Coursework, Armstrong Atlantic State University

Burgess, Daniel (2008)
Allied Health Core Instructor & Criminal Justice Instructor
Associate of Science, Nursing, Abraham Baldwin Agricultural College
Bachelor of Arts, Criminal Justice, Valdosta State University

Carter, Nakina (2008)
Adjunct Cosmetology Instructor, Coffee Campus
Technical Diploma, Cosmetology, East Central Technical College

Drafting Instructor
Bachelor of Architecture, Auburn University

Cleghorn, Cheryl
Adjunct Nail Tech Instructor
Technical Certificate, Nail Technician, East Central Technical College

Clements, Dawn
Adjunct Math Instructor
Master of Education, Secondary Math, Georgia Southwestern State University
Bachelor of Science, Applied Math, Valdosta State University
Associate of Science, Business Administration, Abraham Baldwin Agricultural College

Clements, Margaret (2009)
Health Core Instructor
Bachelor of Science, Nursing, Valdosta State University
A.D.N., Nursing, Abraham Baldwin Agricultural College
Diploma, Practical Nursing, Valdosta Technical College

Copeland, Debra (2005)
Patient Care Assisting Instructor
Diploma, Practical Nursing, Valdosta Technical College
Bachelor of Science in Education, Special Education, Valdosta State University
DeSpain, Rosilyn (2007)
Learning Support Instructor
Bachelor of Science in Education, English, University of Missouri
M.Ed., Curriculum and Instruction, Arkansas State University

Dixon, James (2009)
Adjunct Electrical Construction & Maintenance Instructor, Coffee Campus
Technical Certificate, Residential Wiring Technician, East Central Technical College
Technical Certificate, Electrical Construction & Maintenance, East Central Technical College
Technical Certificate, Air Conditioning Repair, East Central Technical College

Douglas, Matt (2008)
Criminal Justice Technology Instructor
Bachelor of Arts, Criminal Justice, Valdosta State University

Duvall, Karla (2007)
Adjunct Online BAT Instructor
Education Specialist, Instructional Technology, Valdosta State University
Master of Education, Business Education, Georgia Southwestern State University
Master of Education, Instructional Technology, Valdosta State University
Bachelor of Science, Business Education, Grades 6-12, Valdosta State University
Associate in Science, Abraham Baldwin Agricultural College

Easton, Ted (2007)
Computer Information Systems Instructor
Bachelor of Science, Computer Science, Valdosta State University

Elliott, Renee
Adult Education Instructor
Bachelor of Science, Early Childhood Education, Valdosta State University

Eutzler, Tom (2008)
Human Resources Specialist Instructor
Bachelor of Arts, History and English, Mount St. Paul College

Farabow, Kimberly (2009)
PCA Instructor, Coffee Campus
Technical Diploma, Practical Nursing, East Central Technical College
Technical Certificate, Computer Fundamentals, East Central Technical College

Feagle, Tom (2002)
Mathematics Instructor
Bachelor of Science, Mathematics/Statistics, University of Florida
M.S., Math Education, Nova Southeastern University

Ferreebee, Willie (1998)
Mathematics Instructor
Bachelor of Science, Electronics Engineering Technology, Savannah State University

Foskey, Alyssa Weldon (2007)
Certified Customer Service Specialist Instructor
B.F.A., Speech Communication, Valdosta State University

Fountain, Ursula (2009)
BAT Instructor, Coffee Campus
Bachelor of Science, Business Education, Brewton-Parker College

Fryslie, Sue (2006)
Health Core Instructor
Certificate of Graduate Nurse, University of Iowa
Bachelor of Science in Education, Health Occupation Education, University of Georgia
M.Ed., Health Occupations Education, Georgia State University

Fuller, Jonathan (2009)
Accounting Instructor, Ben Hill-Irwin Campus and Coffee Campus
Bachelor of Business Administration, Accounting, Valdosta State University

Garnto, Ty (2009)
Online Psychology Instructor
Master of Educational Psychology, University of Oklahoma
Bachelor of Science, Psychology, University of Georgia
Graduate Courses--PhD Program, Psychology, Capella University

Gay, Kristi (2007)
BAT Instructor, Coffee Campus
Bachelor of Science, Education, Georgia Southern University
Gentry, David
Adjunct Computer Information Systems Instructor
Master of Science, Computer Science, Georgia
Southwestern State University
Bachelor of Science, Computer Science, Georgia
Southwestern State University
Associate of Science, Business Administration, Middle
Georgia College
Associate of Science, Engineering Technology, Middle
Georgia College
Associate of Science, Industrial Management, Middle
Georgia College
Associate of Science, Trade and Industrial Education,
Middle Georgia College

Gibbs, Sonya (2008)
Adult Education Instructor
Bachelor of Arts, English, University of Alabama at
Birmingham

Gillis, Brianna
Adult Education Instructor
Bachelor of Science, Psychology, Valdosta State University
Associate of Arts, Psychology, South Georgia College

Godwin, Joshua (2008)
Fire Science Instructor
A.A., Fire Science Technology, Valdosta Technical College
Firefighter I, National Board on Fire Service Professional
Qualifications
Firefighter II, National Board on Fire Service Professional
Qualifications

Greene, Regina (2008)
Cosmetology Instructor, Coffee Campus
Technical Diploma, Cosmetology, East Central Technical
College
Technical Certificate, Patient Care Assisting, East Central
Technical College

Griffin, Jill (2009)
Early Childhood Care & Education Instructor, Coffee
Campus
Bachelor of Science, Education, Valdosta State University

Griffin, Susan
Adult Education Instructor
Master of Science, Special Education, Valdosta State
University
Bachelor of Science, Valdosta State University

Haigler, Carolyn (1982)
Adult Education Services
Bachelor of Arts, Speech, South Carolina State College
M.A., Speech Pathology, South Carolina State College

Hall, Rebekah (2005)
Online Allied Health Instructor
Associate of Science, Nursing, Abraham Baldwin
Agricultural College
Technical Diploma, Nursing, East Central Technical
College

Hamby, Denise
Adult Education Instructor
Master of Early Childhood Education, Valdosta State
University
Bachelor of Science, Early Education, Valdosta State
University
Associate of Science, Education, Abraham Baldwin
Agricultural College

Harris, Addie (2008)
Patient Care Assisting Instructor
Diploma, Practical Nursing, Valdosta Technical College

Hartley-Oliver, Carol (1991)
Adult Education Services
M.S., Sociology, Valdosta State University
M.P.A., Public Administration, Valdosta State University

Henry, Bonnie (2008)
Cosmetology Nail Tech Instructor, Atkinson County High
School
Technical Diploma, Nail Technician, East Central
Technical College

Hiers, Lindsey (2008)
Business Office Technology Instructor
Bachelor of Science in Education, Business Education

Hill, Demetria (2007)
Adult Education Instructor
M.S., Mental Health Counseling, Fort Valley State
University
Bachelor of Science, Social Work, Fort Valley State
University

Hill, William (2008)
Online Accounting Instructor
Bachelor of Business Administration, Accounting, Valdosta
State University

Holbert, Melina
Adult Education Instructor
Master of Education, Reading, Georgia State University
Bachelor of Science, Education, Valdosta State University
Holloway, Jimmy (2006)
Air Conditioning Technology Instructor
Technical Certificate of Credit, Commercial Truck Driving, Valdosta Technical College
Diploma, Automotive Technology, Valdosta Technical College
Diploma, Air Conditioning Technology, Valdosta Technical College

Houser, Wendy (2007)
Early Childhood Care and Education Instructor
Bachelor of Science, Early Childhood Education, Valdosta State University
M.S., Instructional Technology, Valdosta State University

Howard, Frances (2009)
Commercial Truck Driving Instructor
Technical Diploma, Commercial Truck Driving, Altamaha Technical College

Hursey, Kendall (2009)
Electrical Maintenance Instructor, Coffee Campus
High School Diploma, Coffee County High School

Hutto, Glenn (2009)
Commercial Truck Driving Instructor
Technical Certificate, Commercial Truck Driving, Altamaha Technical College

Isaacson, Donnie (2003)
Accounting Instructor
Bachelor of Arts, Accounting, University of West Florida
M.A., Christian Education, Southern Baptist Theological Seminary

Ingram, Marshall (2009)
Computed Tomography Instructor
Diploma, Radiologic Technology, Valdosta Technical College
Certification Radiography, Computed Tomography, American Registry of Radiologic Technologists

Jackson, Karen
Adult Education Instructor
Bachelor of Fine Arts, Fashion Design, American College
Associate of Science, Elementary Education, Abraham Baldwin Agricultural College

Jaramillo, Steve (2005)
Criminal Justice Technology Program Coordinator
Bachelor of Science, Criminal Justice, Valdosta State University
M.P.A., Public Administration, Valdosta State University

Jefferson, Pamela (2009)
Health Core Instructor
Bachelor of Science, Nursing, Valdosta State University

Jenkins, Sherri
Adult Education Instructor
Master of Education, Reading, Georgia Southwestern State University
Bachelor of Science, Psychology, Georgia Southwestern State University

Jenkins, Sholonda (2009)
Practical Nursing Instructor, Ben Hill-Irwin Campus
Bachelor of Science, Nursing, Georgia Southern University

Jernigan, James (2007)
Online Criminal Justice Instructor
Master of Science, General Administration, Central Michigan University
Bachelor of Arts, Radio, TV, & Motion Pictures & Speech, University of North Carolina at Chapel Hill
Graduate Courses (1997-2000), Law Enforcement and Corrections, North Carolina Central University

Jewell, Channon (2009)
Substitute Cosmetology/Nail Tech Instructor, Coffee HS and Atkinson County HS
Technical Diploma, Cosmetology, East Central Technical College

Jonas, Art (2008)
Chemistry Instructor
Bachelor of Science, Chemistry, Marian College
M.B.A., Business, Xavier University
Ph.D., Chemistry, University of Tennessee

Keel, Betty (2005)
English Instructor
A.A., Enterprise Junior College
Bachelor of Arts in Education, Major English, Troy State University
M.Ed., Vocational Education, Valdosta State University

Keel, Colon (2006)
Psychology Instructor
Bachelor of Science, Psychology, Valdosta State University
M.A., Education, Troy University

Keeley, Shelva (2000)
Patient Care Assisting Instructor
Bachelor of Science in Nursing, Nursing, Albany State University
Kelly, Mike (2007)
Criminal Justice Instructor, Ben Hill-Irwin Campus
Master of Arts, Public Administration, Georgia College and State University
Bachelor of Science, Criminal Justice, Valdosta State University

Kittrell, Lethia
Adult Education Instructor
Bachelor of Arts, Political Science, Clark Atlanta University

Lavender, Ken
Computer Information Systems Instructor
Bachelor of Science, Political Science, Middle Tennessee State University

Lavender, Stephen (2009)
CIS Instructor
Master of Science, Systems Management, University of Southern California
Bachelor of Science, Computer Science, National University
Bachelor of Science, Industrial Arts Education, Middle Tennessee State University
Coursework, COBOL, Chapman College
Graduate Coursework, Computer Information Systems, Troy University
Coursework, German and French, Auburn University

Livingston, Selena (2009)
Health Core Instructor
A.D.N., Nursing, Abraham Baldwin Agricultural College

Lott, Benita
Adult Education Instructor
Education Specialist, Educational Leadership, Valdosta State University
Master of Science, Instructional Technology, Georgia State University
Bachelor of Science, Educational Leadership, Valdosta State University

Lowe, William Kirk
Air Conditioning Technology Instructor
Technical Diploma, Air Conditioning Technology, East Central Technical College

Lumpkin, Sandra (2009)
Patient Care Assisting, Health Core Instructor
Bachelor of Science, Nursing, Southern Illinois University

Lunney, Leslie (1999)
Psychology Instructor
Bachelor of Arts, Psychology, Sociology, Berry College
M.Ed., Counseling & Guidance, West Georgia College

Lynn, Tiffany (2009)
Pharmacy Assistant Instructor, Ben Hill-Irwin Campus
Attended/did not graduate, Pre-Pharmacy, Webster
Attended/did not graduate, Pensacola Junior College
Certified Pharmacy Technician

Maddux, Brenda (2010)
Criminal Justice Technology Instructor
Bachelor of Science, Criminal Justice, Minot State University
Associate of Applied Science, Criminal Justice, Community College of the Armed Forces

Massey, Ronny (2009)
Commercial Truck Driving Instructor
GED Diploma, Georgia

Mathis, Charles (1996)
Auto Collision Repair Instructor
Diploma, Environmental Horticulture, Valdosta Technical College
Diploma, Auto Collision Repair, Valdosta Technical College

McClish, Pat
Adult Education Instructor
Master of Arts, Education, Ball State University
Bachelor of Arts, Education, University of Kentucky

McCutchan, Denise (2006)
Radiologic Technology Instructor
Diploma, Radiologic Technology, Valdosta Technical College
Radiography Certification, American Registry of Radiologic Technologists
Computed Tomography Certification, American Registry of Radiologic Technologists

McKinnon, Derrick (2006)
Culinary Arts Instructor

McLaughlin, Sharon
Adult Education Instructor
Master of Science, Special Education (Reading), Johns Hopkins University (Baltimore, MD)
Bachelor of Science, History, Towson State University

McNeese, Georgie (2009)
Computer Information Systems Instructor
Bachelor of Science, Computer Science, Troy State University
McWhorter, Wanda
Adult Education Instructor
Education Specialist, Secondary Education, Valdosta State University
Master of Education, Secondary Education, Valdosta State University
Bachelor of Science, Secondary Education, Valdosta State University

Mercier, Betty (2007)
CNA Instructor
Technical Diploma, Licensed Practical Nurse, East Central Technical College

Messcher, Janet (2006)
Mathematics Instructor
Bachelor of Science, Mathematics, Northeastern University

Mizell, Marian (2009)
ECCE Instructor, Coffee Campus
Master of Education, Early Childhood Education, Valdosta State University
Bachelor of Science, Elementary Education, Georgia College at Milledgeville

Moody, Martha (2009)
Practical Nursing Instructor
Bachelor of Science, Nursing, Valdosta State University

Moore, Linsey (2007)
Cosmetology Instructor, Ben Hill-Irwin Campus
Technical Diploma, Cosmetology, East Central Technical College

Moore, Tonyia (2008)
Adult Education Instructor
B.G.S., General Studies, Valdosta State University

Morgan, Yvonne (2006)
Patient Care Assisting Instructor
Diploma, Practical Nursing, Valdosta Technical College

Moser, Butch (1988)
Psychology Instructor
Bachelor of Science, Psychology, Valdosta State University
M.S., Clinical Counseling, Valdosta State University

Mullis, Jerry (1997)
Air Conditioning Technology Instructor
Diploma, Heating & Air Conditioning Technology, Moultrie Technical College

Nelson, Timothy (1999)
Adult Education Instructor
Bachelor of Arts, History, Valdosta Technical College

Newell, Marion (2009)
Commercial Truck Driving Instructor
High School Diploma, Fitzgerald High School

Norman, Jeremiah (2005)
Emergency Medical Technology, Health Core Instructor
B.A.S., Technical Studies, Valdosta State University
Certificate, Paramedic Technology, Valdosta Technical College

Oliver, Richard (2006)
Math Instructor, Coffee Campus
Ph.D., Higher Education, Georgia State University
Master of Education, Mathematics, Georgia Southwestern State University
Bachelor of Science, Education, Georgia Southern University

Pack, Mark (2007)
Criminal Justice Technology Instructor
A.A., Criminal Justice Technology, Valdosta Technical College
P.O.S.T. Certification, Basic Correctional Officer, State of Georgia

Patton, Deborah (2005)
BAT Instructor, Coffee Campus
Master of Education, Business Education, Georgia Southwestern State University
Bachelor of Science, Education/Business Education, Georgia Southwestern State University

Pendleton, Alice (2008)
Business Core Instructor
B.B.A., Management, Valdosta State University
GA Educator T-4 Certification, Business Ed. and Mathematics, GA Professional Standards Commission

Petersen, Nicole (2009)
Human Resource Specialist Instructor
Associate of Science, General Studies, Georgia Military College
Bachelor of Arts, Political Studies, Valdosta State University
M.P.A., Public Administration, Valdosta State University

Phillips, Angela (2006)
Adult Education Instructor
Bachelor of Science, Early Childhood Education, Valdosta State University

Phillips, Janna (2006)
Practical Nursing Instructor
Bachelor of Science, Nursing, Valdosta State University
Associate of Science, Nursing, South Georgia College
Phillips, Rhonda (2008)
Early Childhood Care and Education Instructor
Bachelor of Arts in Education, Early Childhood Education, Valdosta State University

Pipkin, Kimberly (2004)
Cosmetology Instructor
Diploma, Cosmetology, Valdosta Technical College

Pirkle, Linda (2009)
Patient Care Assisting Instructor, Ben Hill-Irwin Campus
Education Specialist, Middle Grades, Georgia Southwestern State University
Master’s Degree, Education/Middle Grades, Georgia Southwestern State University
Bachelor’s Degree, Education/Middle Grades, Georgia Southwestern State University
Associate in Science, Nursing, Abraham Baldwin Agricultural College

Plymale, Robin (2004)
Business Office Technology Instructor
Bachelor of Science in Education., Special Education, Valdosta State University

Pruitt, Christy (2008)
Online English Instructor
Master of Library/Information Science, Valdosta State University
Bachelor of Arts, Psychology, Georgia Southern University

Psalmond, Gerald (2004)
Fire Science Technology Instructor
Associate of Arts, Mississippi Gulf Coast Community College

Purvis, Kimberly (2006)
Radiologic Technology Instructor
Diploma, Radiologic Technology, Valdosta Technical College
Radiologic Certification, American Registry of Radiologic Technologists

Rasch, Randall (2009)
Health Core Instructor
Bachelor of Science, Nursing, Boise State University
Bachelor of Arts, Ancient Greek Language, Bryan College

Rayford, Essie (2008)
Adult Education Instructor
Bachelor of Science, Home Economics, Fort Valley State University
M.S., Home Economics, Georgia College and State University
Guidance & Counseling Certification, Albany State University

Register, Priscilla (2009)
Health Core Instructor
Bachelor of Science, Nursing, Valdosta State University

BAT Instructor, Ben Hill-Irwin Campus
Master of Education, Special Education/MR, Valdosta State University
Bachelor of Business Administration, Business Education, Valdosta State University

Roberts, Rhett (2008)
Online CIS Instructor
Bachelor of Science, Computer Science, Valdosta State University

Rohde, Deshawna
Adult Education Instructor
Bachelor of Arts, Missions, Southeastern University

Ross, Margaret Paula (2007)
Dental Assisting Instructor
Certified Dental Assistant, Dental Assisting National Board, Inc.
CPR and AED Certification, American Heart Association/South West Georgia Technical College

Roundtree, Carlos (2008)
Health Core Instructor
Technical Certificate, Emergency Medical Technology, Valdosta Technical College
Diploma, Paramedic Technology, Valdosta Technical College
B.A.S, Technical Studies, Valdosta State University

Ruddle, Paul (1999)
English Instructor
Diploma, Computer Information Systems, Valdosta Technical College
A.A.T., Computer Information Systems, Valdosta Technical College
Bachelor of Arts, English, Valdosta State University

Scott, Audra (2006)
Adult Education Instructor
Bachelor of Arts, International Studies/German, University of Wyoming
Schwindle, Jim
Math Instructor
Master of Arts, Business Management, Central Michigan University
Master of Science, Aerospace Engineering, Air Force Institute of Technology
Bachelor of Science, Aerospace Engineering, Auburn University
Smith, Elvin  
Commercial Truck Driving Instructor  
Associate of Applied Science, Social Service Technology, West Virginia University

Smith, Greta (2008)  
Criminal Justice Instructor, Coffee Campus  
Master of Public Administration, Justice Administration, Columbus State University  
Bachelor of Science, Criminal Justice, Valdosta State University

Smith, Mary (2009)  
Patient Care Assisting Instructor, Coffee Campus  
US Army Practical Nurse Course, Academy of health Sciences, US Army

Smith, Randy (1997)  
Industrial Systems Technology Instructor  
Certificate, Supervisory Management Specialist, Valdosta Technical College  
Diploma, Industrial Maintenance Technology, Valdosta Technical College

Smith, Steven (2006)  
Fire Science Technology Instructor  
Associate of Science, Business Administration, Georgia Military College  
Certificate, Fire Fighter I, Valdosta Technical College  
Firefighter I, National Board on Fire Service Professional Qualifications  
Smith, Tracy (2009)  
Clinical Nursing Instructor, Ben Hill-Irwin Campus  
Associate of Science, Nursing, South Georgia College

Staley, Crissy (2008)  
Certified Customer Service Specialist Instructor  
Bachelor of Arts, Mass Communication, Missouri Valley College

Stewart, Judy (1994)  
Business Administrative Technology Instructor  
Bachelor of Science, Business Administration, Valdosta State University  
Associate of Science, Computer Technology, Abraham Baldwin Agricultural College

Studstill, Donna (2005)  
BAT Instructor, Ben Hill-Irwin Campus  
Bachelor of Science, Business Administration, Mercer University  
Associate of Science, Business Administration, Abraham Baldwin Agricultural College

Taibi, Pamela (2008)  
EMT Instructor, Coffee Campus  
Technical Diploma, Paramedic Technology, Valdosta Technical College  
Technical Diploma, Practical Nursing, East Central Technical College  
Technical Certificate, Patient Care Assisting, East Central Technical College

Tarkenton, Rebecca Irene (2008)  
Online BAT Instructor  
Bachelor of Science, Business Administration, Management, Valdosta State University  
Coursework, Business Administration

Tatch, Meredith (2009)  
Hemodialysis Instructor  
Bachelor of Science, Nursing, Valdosta State University

Taylor, Douglas  
Adult Education Instructor  
Bachelor of Science, Special Studies, Valdosta State University  
Associate of Science, Middle Grades Education, Abraham Baldwin Agriculture College

Terrell, Amos (1995)  
Computer Information Systems Instructor  
Associate of Applied Science, Technical Studies, Valdosta State University  
B.A.S., Technical Studies, Valdosta State University

Thomas, Candace (2008)  
Early Childhood Care and Education Instructor  
B.G.S., General Studies, Valdosta State University

Thomas, Christi (2008)  
Business Administrative Technology Instructor  
Master of Education, Business Education, Grades 6-12, Valdosta State University  
Bachelor of Science, Education, Valdosta State University  
Associate of Science, Business Administration, South Georgia College

Thompson, Joey (2010)  
Emergency Medical Technology, Health Core Instructor  
M.Ed., Human Resources and Organizational Development, University of Georgia  
BS.Ed., Technical, Trade, and Industrial Education, Valdosta State University  
Associate of Applied Science, Health/Paramedic, Valdosta State University  
Diploma, Paramedic Technology, Southwest Georgia Technical College
Tracchia, Claudio
Commercial Truck Driving Instructor
Technical Diploma in Tractor-Trailer Driving, Driver Training Institute (Brooklyn, NY)
Technical Certificate, Air Conditioning Repair, East Central Technical College

Troup, Karen (2009)
Accounting Instructor
Diploma, Accounting, Valdosta Technical College
Associate of Science, Accounting, Valdosta Technical College

Tyson, Brenda Gail (2009)
Early Childhood Care and Education Instructor
Education Specialist, Early Childhood Education, Georgia Southwestern State University
Master of Education, Early Childhood Education, Valdosta State University
Bachelor of Science, Elementary Education, West Georgia College

Vickers, Emily (2009)
Psychology Instructor, Coffee Campus
Pursuing Master of Science, Marriage and Family Therapy, Valdosta State University
Bachelor of Science, Psychology, Georgia Southern University

Wallace, Christopher (2008)
Computer Information Systems Instructor
Bachelor of Science, Computer Information Systems, Valdosta State University

Wallace, June
Adult Education Instructor
Master of Science, Reading and Literacy, Walden University
Bachelor of Science, Education, Valdosta State University

Walsh, Henry (2007)
Game Design Instructor
Bachelor of Arts, Game Design, Collins College

Walters, Sherri (2006)
Clinical Instructor, Coffee Campus
Associate of Science, Nursing, South Georgia College

Warmack, Michael (2008)
Welding and Joining Technology Instructor
Courses in Welding and Joining and Machine Tool Technology, Valdosta Technical College

Warren, Roy (1999)
Dean for Technology Programs
Bachelor of Science, Technical Management, DeVry University
Associate of Applied Science, Technology (Telecommunications), Abraham Baldwin Agricultural College
Technical Diploma, Telecommunications Technology, East Central Technical College
Classes, Troy University

Whitley, Brenda
English Instructor
Education Specialist, Secondary Education (English) Georgia Southwestern State University
Master of Science, Secondary Education (English) Georgia Southwestern State University
Bachelor of Science, Secondary Education (English) Valdosta State University
Associate of Science, Secondary Education (English) Abraham Baldwin Agricultural College

Wiggins, Morgan (2008)
Online ECCE Instructor
Bachelor of Science, Early Childhood Education, Georgia Southern University

Wilcox, Tabitha (2007)
Cosmetology Instructor
Diploma, Cosmetology, Valdosta Technical College

Wood, Garey (2008)
Certified Customer Service Specialist Instructor
B.G.S., History, University of Nebraska
M.S., International Relations, Troy State University
M.P.A., Human Resources Management, Valdosta State University

Worrell, Judi
Adult Education Instructor
Education Specialist, Middle Grades Education, Valdosta State University
Master of Science, Middle Childhood Education, Valdosta State University
Bachelor of Science, Middle Childhood Education, Valdosta State University
Wright, Elizabeth (2008)  
BAT Instructor, Coffee Campus  
Master of Business Administration, Human Resource Management, American Intercontinental University  
Bachelor of Business Administration, Marketing, Georgia Southern University  
Associate of Science, Business Administration, South Georgia College  

Young, Gail  
Adult Education Instructor  
Master of Science, Early Childhood Education, Georgia Southwestern State University